

This agreement between _____ **(the client)** and Rebecca N. McKinnon (the contractor) describes the conditions under which the contractor will perform _____ **(description of service)**.

This agreement begins on _____ **(date)**, and continues until _____ **(date)**, and may be renewed or renegotiated at that time. This agreement terminates upon physical disability of the contractor or other circumstances upon which both freelancer and client agree.

The contractor will be available to work a minimum of _____ **hours per week** except as illness prevents and except weekends, company holidays, and any vacation time, for which the contractor will provide one month's notice to the client. Vacations will be at the contractor's expense.

The contractor will ordinarily work various morning, afternoon, and evening hours from Monday through Friday of each week unless the client gives the contractor at least one week's notice of an alternative schedule for the following week and that schedule is agreeable to both parties. Additional time on weekends may be arranged by mutual agreement.

The client will pay the contractor the **fee** of _____. The contractor will submit (an) invoice(s) after the work has been completed or upon another mutually agreeable time to do so. The client agrees to make payment within two weeks of the date of each invoice. Any payment outstanding for more than 30 days from the invoice date will incur an interest charge at a rate of 2 percent per month or partial month, including the month following the invoice date. No interest is due on timely payments. *If the client does not pay any outstanding balance within 60 days of the due date, the client will face legal action.*

Should the client decide after the job is completed that s/he would like the work to undergo additional changes, that work will be the subject of a separate agreement.

Both contractor and client state that this agreement does not create an employer-employee relationship. The contractor is free to provide services for other clients, provided that such work does not interfere with the obligations of this contract.

Either the client or the contractor may terminate this agreement upon two weeks' written notice. *If the client terminates the agreement, the client must pay the contractor in full for services completed as of the effective date of termination.*

If this arrangement is acceptable to the client, the client will sign below, keep a copy for him/herself, and return this copy to the contractor. **If signing electronically, the client agrees to type a signature into the signature box.** This stands for the client's paper signature and acknowledges the terms of this contract.

Print Full Name

Signature