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JE-DE.NET

**JE-DE**

**DESIGNS & HOSTING**

**FREELANCE DESIGN CONTRACT**

**PLEASE PRINT THIS DOCUMENT FOR FUTURE REFERENCE**

This is a freelance contract between  
\_\_\_\_\_, from Je-De.Net  
and \_\_\_\_\_, the  
client.

This agreement may be signed electronically or  
in person. Save copies of this document for  
future reference.

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# CLIENT INFORMATION

Current client contact information is listed below. To update this information, please contact your freelance designer or change the information in the client database.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

# DESIGNER INFORMATION

Assigned freelance designer contact information is listed below. Any updates to this information will be relayed to client.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

# BASIC JOB DETAILS

The job consists of the following core objectives:

Basic details include:

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All graphic design products by Je-De freelance clients have a “shared-ownership” policy. This means that the client does not need to directly credit Je-De for their product unless desired. However, they cannot claim, modify, reproduce or redistribute any products within prior consent. Freelance agents may use products designed at the final stage as examples in portfolios, unless requested otherwise by the client.

# INITIAL CLIENT CONTACT

Freelance agent \_\_\_\_\_ has initially discussed job details with client \_\_\_\_\_ via \_\_\_\_\_ on \_\_\_\_\_. On-going contact will be generally via \_\_\_\_\_. Additional contact details are listed below:

More contact information or notes

# JOB DETAILS

Detailed job requirements are below.

## Design Aspects:

Design aspects

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*\*Note:* all graphic designs in the production process are © Je-De and cannot be reproduced or redistributed without prior consent.

## Technical Aspects:

Technical aspects

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# REQUIRED CLIENT ACTIONS

Before proceeding into certain stages of the job, some actions may need to be taken by the client.

Actions required by the client

## STAGES, TARGET COMPLETION DATES & FEES

Stage 1 (Proposed Fee: \$\_\_\_\_\_ F/HR) (Proposed Due Date: \_\_\_\_\_):

Stage 1

Stage 2 (Proposed Fee: \$\_\_\_\_\_ F/HR) (Proposed Due Date: \_\_\_\_\_):

Stage 2

Stage 3 (Proposed Fee: \$\_\_\_\_\_ F/HR) (Proposed Due Date: \_\_\_\_\_):

Stage 3

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## CONSENT & LIABILITIES

Je-De and freelance designer \_\_\_\_\_ agree not to disclose any confidential information concerning this job to any third party without the prior permission of client \_\_\_\_\_.

The designer and client agree this offer as outlined above, along with any additional terms of service contracts required by Je-De products. Acceptance of this offer is complete by signing and dating this page.

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Freelance Agent:** \_\_\_\_\_

**Date:** \_\_\_\_\_