

**Client Name:** [Your client's name] (hereafter referred to as "Client")

**Contractor Name:** [Your name] (hereafter referred to as "Contractor")

**Scope of Services:** [Description of project you are doing for client, including such details as how many lines per label, whether required to do editing as well as keyboarding or layout, shape of original work, etc. Be as detailed as possible!]

**Rates:** [Include all applicable prices]

**Appointments:** [Include all available/known appointment times and dates]

**Consultation:** Time spent conferring about Client's project shall be billed at the hourly rate of [Price per hour].

**Charges & Payment:** [Include the dates when payments will be paid.]

In the event of changes to the scope of work or other factors outside of Contractor's control, Contractor shall reserve the right to renegotiate this Agreement and collect for all services performed up to the date of renegotiation.

**Proofreading & Revisions:** [If necessary, make sure to detail who will be supervising the work being done or services rendered and their authority.]

**Storage:** [If necessary, specifically state where and during which hours any storage necessary for the client's task completion will be made available.]

**Special Formatting (e.g. APA or other publication standards):** Client's document will be edited and formatted according to the standards set forth in the publication manual and the guidelines submitted from Client's school or journal, unless Client specifically requests that certain items be disregarded.

**Termination:** Either party may terminate this Agreement by giving written notice to the other party. In the event of termination, Client shall pay Contractor for all hours and expenses accrued up to the date of termination. In the unlikely event litigation is commenced between the parties of this Agreement, the party prevailing shall be entitled, in addition to other relief, to a reasonable sum for attorney's fees.

**Approved:**

\_\_\_\_\_ Contractor Date

\_\_\_\_\_ Client Name & Title Date