

FREELANCE GRAPHIC DESIGN CONTRACT

Sample / Educational Use Only

Designer ("Designer")	Client ("Client")
[Designer Full Name / Studio Name]	[Client Name / Business Name]
[Address · City, State ZIP]	[Address · City, State ZIP]
[Email · Phone · Website]	[Email · Phone]
[Tax ID / EIN if applicable]	

This Freelance Graphic Design Contract ("Agreement") is entered into as of [Effective Date] between the Designer and Client identified above.

1. PROJECT SCOPE

- Project Name: [e.g., Brand Identity Package / Website Redesign / Marketing Materials]
- Deliverables: [List specific files/formats — e.g., logo in .AI, .EPS, .PNG, .SVG; brand style guide PDF; social media kit]
- Platforms / Usage: [e.g., print, digital, web, social media — specify all intended uses]
- Any work outside this scope requires a written change order with revised pricing before work begins.

2. PROJECT TIMELINE

- Project start date: [Date]
- Estimated completion date: [Date]
- Revision rounds included: [e.g., 2 rounds of revisions per deliverable]
- Additional revisions beyond the included rounds are billed at \$[Rate]/hour.
- Timelines are contingent on Client providing feedback within [3] business days of each submission.

3. FEES AND PAYMENT SCHEDULE

- Total project fee: \$[Total Amount]
- Deposit (due upon signing, non-refundable): \$[Amount] — [e.g., 50% of total fee]
- Second payment (due upon delivery of first drafts): \$[Amount]
- Final payment (due upon delivery of final files): \$[Amount]
- Invoices are due within [7] days of receipt. Late payments accrue interest at 1.5% per month.
- Final files will not be released until all outstanding invoices are paid in full.

4. REVISIONS AND CHANGE ORDERS

- This Agreement includes [2] rounds of revisions per deliverable.

- A 'revision' means changes to an existing concept. A new concept direction constitutes additional work.
- Change orders for scope changes or additional revisions will be quoted in writing and require Client's written approval before work begins.

5. INTELLECTUAL PROPERTY AND OWNERSHIP

- Upon receipt of full payment, Designer assigns to Client all copyright and ownership rights in the final approved deliverables.
- Designer retains ownership of all preliminary concepts, sketches, and rejected designs.
- Designer retains the right to display the completed work in their portfolio and for self-promotional purposes.
- Any stock images, fonts, or third-party assets incorporated into deliverables are licensed for Client's use as specified in the relevant license agreements — Designer will provide documentation upon request.
- Client warrants that all materials, logos, trademarks, or content provided to Designer do not infringe third-party rights.

6. CONFIDENTIALITY

- Designer agrees not to disclose Client's confidential business information obtained during this engagement.
- This obligation survives termination of this Agreement for [2] years.
- Portfolio display rights (Section 5) are not restricted by this clause.

7. CANCELLATION AND KILL FEE

- If Client cancels the project after work has commenced, the following kill fees apply:
- Cancelled before first drafts: Deposit is forfeited; no further payment due.
- Cancelled after first drafts delivered: 75% of total project fee is due.
- Cancelled after second revision round: 100% of total project fee is due.
- Designer will retain all work product and ownership of deliverables until full payment is received.

8. CLIENT RESPONSIBILITIES

- Client agrees to provide all required materials (logos, brand guidelines, copy, images) by [Date].
- Client agrees to provide consolidated feedback from all stakeholders in each revision round.
- Delays caused by late feedback or missing materials may extend project timelines without penalty to Designer.

9. WARRANTIES AND LIMITATION OF LIABILITY

- Designer warrants that the deliverables will be original work and will not knowingly infringe third-party rights.

- Designer's total liability shall not exceed the total fees paid under this Agreement.
- Designer is not liable for indirect, consequential, or incidental damages.

10. GOVERNING LAW

- This Agreement is governed by the laws of [State].
- Disputes shall first be addressed through good-faith negotiation. If unresolved, disputes shall be submitted to binding arbitration in [City, State].

SIGNATURES

DESIGNER	CLIENT
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Date: _____	Date: _____
Portfolio display approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Title / Role: _____

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