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# Freelance designer contract template

Date of \_\_\_\_\_ No. 100000

## FREELANCE CONTRACT

This Freelance Contract (the "Agreement") is made as of this \_\_\_\_\_ (the "Effective Date") by and between \_\_\_\_\_ (the "Client") and \_\_\_\_\_ (the "Independent Contractor").

- Client and Independent Contractor may each be referred to in this Agreement as a "Party" and collectively as the "Parties."
- Services.** Independent Contractor shall provide the following services to Client (the "Services") \_\_\_\_\_ in addition, Independent Contractor shall perform such other duties and tasks, or changes to the Services, as may be agreed upon by the Parties.
  - Compensation.** In consideration for Independent Contractor's performance of the Services, Client shall pay Independent Contractor \_\_\_\_\_.
  - Expenses.** All costs and expenses incurred by Independent Contractor in connection with the performance of the Services shall be the sole responsibility of and paid by Independent Contractor.
  - Term and Termination.** Independent Contractor's engagement with Client under this Agreement shall commence on \_\_\_\_\_ The Parties agree and acknowledge that this Agreement and Independent Contractor's engagement with Client under this Agreement shall terminate on \_\_\_\_\_. At the time of termination, Independent Contractor agrees to return all Client property (such as performance of the Services, including but not limited to computers, cell phones, keys, reports, and other equipment and documents, Independent Contractor shall reimburse Client for any Client property lost or damaged in an amount equal to the market price of such property).
  - Independent Contractor.** The Parties agree and acknowledge that Independent Contractor is an

LUMP SUM ARCHITECTURAL ENGINEERING SAMPLE CONTRACT  
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## STATE OF MICHIGAN DEPARTMENT OF MANAGEMENT AND BUDGET This contract authorizes the professional services to provide professional services (Authority: 1984 PA 311) CONTRACT FOR PROFESSIONAL SERVICES For Minor Projects Only

Index No. \_\_\_\_\_ Contract Order No. Y  
File No. \_\_\_\_\_

THIS CONTRACT, authorized this \_\_\_\_\_ of \_\_\_\_\_ in the year two thousand and six (2006), by the Director, Department of Management and Budget, BETWEEN THE STATE OF MICHIGAN, using through the FACILITIES ADMINISTRATION, DESIGN AND CONSTRUCTION DIVISION of the DEPARTMENT OF MANAGEMENT AND BUDGET, First Floor, Stevens T. Mason Building, Lansing, Michigan, hereinafter called the State, and

the Prime Professional Services Contractor, hereinafter called the Professional,

WHEREAS, the Department proposes securing professional architectural and/or engineering study, design and construction administration services FOR THE FOLLOWING PROJECT:

WHEREAS, the Professional acknowledges by signing this Professional Services Contract, having a clear understanding of the requested Project scope of work requirements and of the professional architectural and/or engineering study, design and construction administration services required by the Department to provide it, and further agrees that the terms and conditions of this Professional Services Contract provide adequate professional compensation (fee) for the Professional to provide the requested Project scope of work requirements.

IN WITNESS WHEREOF, each of the parties has caused this Professional Services Contract to be executed in blue pen and ink by its duly authorized representative on the date shown beside their respective signatures, with the Contract to be effective upon the date on which the Professional received a copy executed by the authorized State of Michigan representative(s) by regular, registered or certified mail or by delivery in person.

### FOR THE PROFESSIONAL:

Firm Name \_\_\_\_\_ Federal Identification (I.D.) No. or Social Security No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

### FOR THE STATE OF MICHIGAN:

Director, Department of Management and Budget \_\_\_\_\_ Date \_\_\_\_\_

## SCREEN ACTORS GUILD MINIMUM FREE LANCE CONTRACT FOR THEATRICAL MOTION PICTURES

THE PERFORMER MAY NOT WAIVE ANY PROVISION OF THIS CONTRACT  
WITHOUT THE WRITTEN CONSENT OF SCREEN ACTORS GUILD, INC.

Continuous Employment/Weekly Basis/Weekly Salary  
One Week Minimum Employment

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_, hereafter called "Producer," and \_\_\_\_\_, hereafter called "Performer,"

### WITNESSETH:

1. **PHOTOPLAY, ROLE, SALARY AND GUARANTEE:** Producer hereby engages Performer to render services as such in the role of \_\_\_\_\_ in a photoplay, the working title of which is now \_\_\_\_\_ at the salary of \$ \_\_\_\_\_ per "studio week" (Schedule B Performers receive an additional overtime payment of four (4) hours at straight time rate for each overnight location Saturday). Performer accepts such engagement upon the terms herein specified. Producer guarantees that it will furnish Performer not less than \_\_\_\_\_ week's employment (if this blank is not filled in, the guarantee shall be one week). Performer shall be paid pro rata for each additional day beyond guarantee until dismissal.

2. **TERM:** The term of employment hereunder shall begin on \_\_\_\_\_ on or about \_\_\_\_\_ and shall continue thereafter until the completion of the photography and recording of said role.

3. **BASIC CONTRACT:** All provisions of the collective bargaining agreement between Screen Actors Guild, Inc. and Producer, relating to theatrical motion pictures, which are applicable to the employment of the Performer hereunder, shall be deemed incorporated herein.

4. **PERFORMER'S ADDRESS:** All notices which the Producer is required or may wish to give to the Performer may be given either by mailing the same addressed to the Performer at \_\_\_\_\_ or such notice may be given to the Performer personally, either orally or in writing.

5. **PERFORMER'S TELEPHONE:** The Performer must keep the Producer's casting office or the assistant director of said photoplay advised as to where the Performer may be reached by telephone without unreasonable delay. The current telephone number of the Performer is \_\_\_\_\_.

6. **MOTION PICTURE AND TELEVISION RELIEF FUND:** The Performer (does) (does not) hereby authorize the Producer to deduct from the compensation hereinabove specified an amount equal to \_\_\_\_\_ percent of each installment of compensation due the Performer hereunder, and to pay the amount so deducted to the Motion Picture and Television Relief Fund of America, Inc.

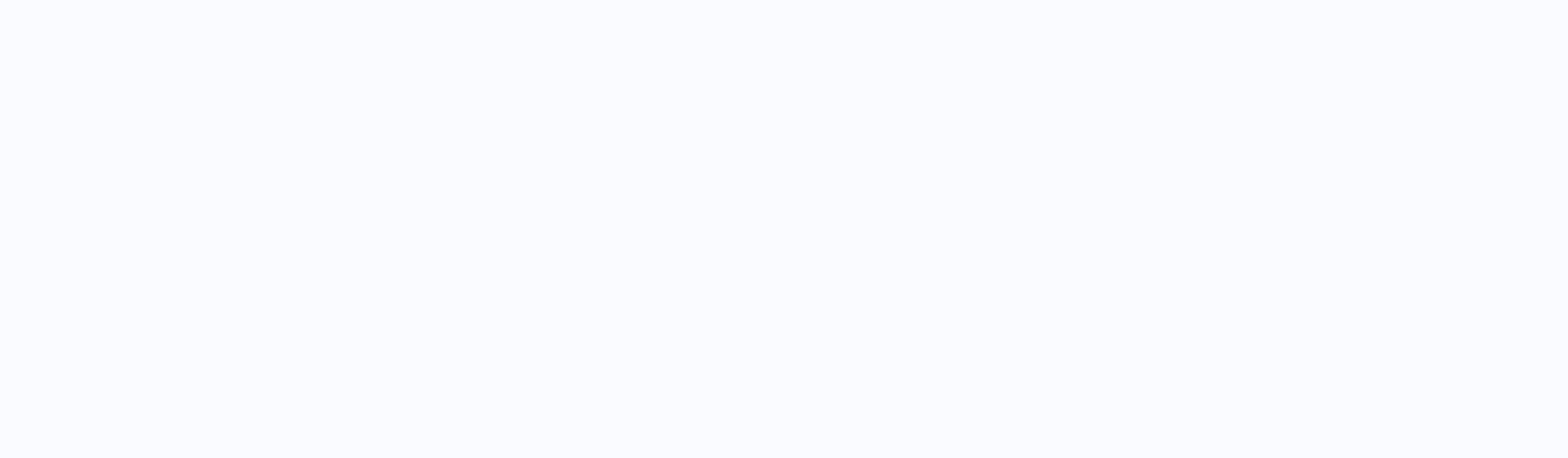
7. **FURNISHING OF WARDROBE:** The (Producer) (Performer) agrees to furnish all modern wardrobe and wearing apparel reasonably necessary for the portrayal of said role; if being agreed, however, that should so-called "character" or "period" costumes be required, the Producer shall supply the same. When Performer furnishes any wardrobe, Performer shall receive the cleaning allowance and reimbursement, if any, specified in the basic contract.

Number of outfits furnished by Performer \_\_\_\_\_ @ \$ \_\_\_\_\_  
(format) \_\_\_\_\_ @ \$ \_\_\_\_\_

8. **ARBITRATION OF DISPUTES:** Should any dispute or controversy arise between the parties hereto with reference to this contract, or the employment herein provided for, such dispute or controversy shall be settled and determined by conciliation and arbitration in accordance with the conciliation and arbitration provisions of the collective bargaining agreement between the Producer and Screen Actors Guild relating to theatrical motion pictures, and such provisions are hereby referred to and by such reference incorporated herein and made a part of this Agreement with the same effect as though the same were set forth herein in detail.







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