**SERVICES CONTRACT**

Between Click or tap here to enter text.

**Choose an item.**

Address Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

and

Client Name Click or tap here to enter text.

**Client.**

Address Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

This contract for services has been agreed upon by the parties named above according to the terms and conditions as referred to in the following pages of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** |  | **Client** |  |
| Full Name | Click or tap here to enter text. | Full Name | Click or tap here to enter text. |
| Title | Click or tap here to enter text. | Title | Click or tap here to enter text. |
| Signature |  | Signature |  |

Date Click or tap to enter a date.

# SCOPE OF SERVICES

Define the scope of the services to be provided under the contract.

Include specific deliverables, milestones, timelines, delivery schedules, and any other specific requirements.

Outline the duration of the contract, including expected start and finish dates.

State the conditions under which either party can terminate the agreement. Include notice periods and any penalties for early termination.

# TERM AND TERMINATION

Specify the charges you are agreeing to for the provision of your services.

Include the total amount and whether your work is based on a fixed price basis or an hourly rate.

Detail any additional fees or costs that may be chargeable, as well as any applicable taxes, such as GST.

Specify your payment terms and conditions. For example, invoicing procedures, due dates for payment, payment methods accepted, penalties for late payment, discounts for early payment, and so on.

# PAYMENT TERMS

Include clauses to protect sensitive and confidential information exchanged during the contract term.

Outline any obligations of both parties regarding confidentiality and non-disclosure of information to third parties.

State any data protection requirements.

# CONFIDENTIALITY AND NON-DISCLOSURE

Define the ownership rights to any intellectual property created or used during the provision of services.

Include any licensing requirements, restrictions, and confidentiality obligations.

# INTELLECTUAL PROPERTY RIGHTS

Define any warranties or guarantees regarding the quality of services, performance standards, or specific outcomes.

Include procedures for addressing guarantee or warranty claims.

# WARRANTEES AND GUARANTEES

Specify compliance requirements for regulations, industry standards, and legislation throughout the term of the contract.

# LAWS AND REGULATIONS

If applicable, include clauses where certain types of insurance coverage are required of one or both parties, such as liability or professional indemnity insurance.

# INSURANCE REQUIREMENTS

Specify whether either party can assign or subcontract any of their obligations under the contract, and under what conditions any subcontracting is permitted.

# REASSIGNMENT AND SUBCONTRACTING

Consider whether you need to include non-compete, exclusivity and restraint of trade clauses in your contract as an independent contractor. These clauses are also often included in other contracts, such as employee contracts and contracts for the sale of a business. They are included to prevent a party from working or collaborating with any competitors after the contract ends for a specified period.

# REASSIGNMENT AND SUBCONTRACTING

Establish methods and procedures for resolving any disputes, such as negation, mediation, or arbitration. State clearly who is responsible for covering legal costs in the event of any disputes.

# DISPUTE RESOLUTION PROCEDURES

Specify each party's liability limitations and indemnification obligations should there be any breaches, damages, or legal claims arising from the services provided.

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# LIABILITY AND INDEMNIFICATION

Outline the process for making changes or amendments to the contract and any requirements for written consent from both parties.

# CHANGES AND AMENDMENTS

# SEVERABILITY

Include a severability clause that states if any other clause in the contract is found to be invalid or unenforceable, the remaining clauses in the contract will still be valid. A severability clause eliminates the need to create, agree to, and sign an entirely new contract should this happen.