



# Agreement for Copywriting Services

Between me: **Kelly Rogers** (“I”, “me” or “writer” in this document)

And you: (“you” or “client” in this document)

## Introduction

I believe agreements like this should be easy to understand, so I’ve made sure this one uses clear language. Having said that, if anything is unclear, please ask me to clarify.

## Agreement Summary

You are hiring me (**Kelly Rogers**) for copywriting services.

## What Do We Both Agree to Do?

As my client, you agree:

- You have the power to enter into this contract on behalf of your organisation.
- To provide me with everything I need to complete the project, when I need it.
- To review my work, provide feedback and sign-off within agreed timescales.
- To stick to the payment schedule described at the end of this agreement.

As the writer, I agree:

- I have the experience and ability to perform the services you need from me.
- I will carry this service out in a professional manner.
- I will respect the confidentiality of any information you give me.

## **The Service I Provide to You**

I will create copy for you as per your brief/s.

I will deliver the text as a Microsoft Word or Excel document.

## **Changes and Revisions**

For each job briefed into me, I will provide a project cost that will encompass the following:

- Initial delivery of a complete copy document.
- One subsequent round of changes, if required.

If additional changes are required, I will supply a revised project cost to allow for the extra time.

## **Copyright**

When I have received full and final payment as described in this agreement, copyright of the work I produce is automatically assigned to you. You can then use the work however you wish.

However, until final payment is received, copyright of the work remains with me.

I reserve the right to display and link to your completed project as part of my online portfolio. I may also share it on my social media channels, unless you specifically ask me not to do so.

## **Deadlines**

I will work out a schedule to ensure that I can meet your deadline/s and will communicate any dates I need you to adhere to in terms of making the initial payment (please see payment terms below) and delivering information or feedback to me.

Neither of us shall be liable for any delay or failure to perform our obligations if the delay or failure results from events or circumstances outside of our reasonable control, including but not limited to acts of God, strikes, lock outs, accidents, war, fire, flood and breakdown of equipment.

Further changes beyond the initial round of amends will obviously take extra time. We can agree deadlines for those together, but I'll do everything I can to meet your needs.

## **Payments**

As a freelancer, prompt payment is important to me. As part of this agreement, you commit to the following payment schedule:

I will invoice for an initial payment of 50% of the project cost once this has been agreed. Once this payment is received, I will start work.

I will invoice for the remaining balance once the work has been completed.

If I have not received any feedback or comments within two weeks of submitting work to you (at any stage – the initial draft or subsequent edits), I will assume you are happy the work has been completed and will invoice for the remaining balance.

I'm not registered for VAT and my payment terms are 30 days.

## **Cancelling this Agreement**

If you wish to cancel a job after the project cost has been agreed and the initial payment has been made, I will retain the initial payment. You may also be required to make an additional payment to cover the work I've done, based on a percentage of the total project cost.

## **Legal Stuff**

I will do my best to ensure all facts and statements in my work are true and that it doesn't infringe upon any copyright or other right of a third party.

However, I can't be liable to you, or any third party, for damages, including lost profits, lost savings, complaints, claims, litigation or other incidental, consequential or special damages which arise regarding this assignment.

If any provision of this agreement is held invalid, illegal or unenforceable for any reason, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.



You cannot transfer this agreement to anyone else without my permission.  
This agreement stays in place and need not be renewed.

Although the language is simple, this contract is a legal document under  
exclusive jurisdiction of English courts.

## Sign Here, Please

Here's the dotted line. By signing below, you agree to the terms of this  
contract.

**Writer:**

Signed by: Kelly Rogers

**Client:**

Signed by: [name]

On behalf of: [company]

Signature:

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Signature:

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Date:

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Date:

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Thank you. I'm looking forward to working with you!