



Date
Client email

Client Name
Client Title
Client Address 1
Client Address 2

To Whom It May Concern:

This is a contract for provision of my professional services to _____. Our business arrangement is that I provide freelance writing and ancillary publishing-related services as an independent contractor (WriteHer). Compensation is mutually agreed upon as follows:

Copywriting Services

- _____ to _____ -word content and up to _____ hours of writing, research and development at \$_____ per _____.

Ancillary Project-Related Expenses

- Travel. Following approval from the client, physical travel for the sole and express purpose of content development for the client exceeding 1.5 hours round trip for up to 2 hours will be billed at \$_____ per _____. Each additional half hour accrued will be billed at a standard rate of \$_____.
- Research and Development. Following approval from the client, research dedicated to content production exceeding 2 to 2.5 hours will be billed at \$_____ Each additional hour will be billed at an agreed-upon standard rate of \$_____.

Copyediting and Proofreading Services

- Copyediting and proofreading is billed at \$_____ per _____, or per project starting at a flat rate of \$_____ for a minimum of _____ billable time. Projects involving a longer time frame than _____ will be billed at \$_____ per _____ for up to _____ additional project time, which is billed at \$_____.

Reprints and Permissions

- Additional reprints will not be published without first obtaining the express permission of the author.
- All content submitted to the client for publication remains the sole intellectual property of the author. Reprints and/or reproductions of said author’s material without prior written and/or verbal consent is billed at 100% of the original cost, per each unauthorized reprint.
- Contingent on permission granted, reprints of the author’s previously published content will be billed at 25% of the original cost for the article, for each reprint.

The terms of this contract is good for six months from its receipt on _____ through _____. Should the client choose to terminate this agreement at any time and for any reason, as the writer, I will be entitled to full payment for all time project-related time invested to that point.

Thanks again and I look forward to continue working with you.



WriteHer

C/o: Yahaira Cespedes

Miami, [State] [Postal Code]

E-Mail: info@writeher.com Web: www.WriteHer.com

I have read, understood, and agree to the bid:

Yahaira Cespedes – WriteHer

Client

Date

Date