

# SAMPLE FREELANCE WORK AGREEMENT

Note: The following document is a sample template of an agreement. The information contained in the sample template is not intended to provide legal advice, and is being offered for general informational purposes only. The sample template includes the information required by the City of Los Angeles Freelance Worker Protections Ordinance, but should not be relied upon as a substitute for consultation with an attorney. To obtain advice about the Ordinance, these minimum terms, and other provisions to include in your own agreement, you should consult an attorney. Neither the City of Los Angeles nor any of its employees, shall be liable for any acts or omissions based on the contents of this document. THIS SAMPLE TEMPLATE IS NOT PROVIDED WITH ANY GUARANTY, WARRANTY, OR REPRESENTATION AS TO QUALITY OR SUITABILITY FOR ANY PARTICULAR PURPOSE.

The following is a Freelance Work Agreement between _____ (the "Freelance Worker") and _____ (the "Hiring Entity").			
<b>SECTION I: FREELANCE WORKER INFORMATION</b>			
1. First Name:	Last Name:	Middle Initial:	
2. Mailing Address:	City:	State:	Zip:
3. Primary Phone:	Secondary Phone:	Email:	
<b>SECTION II: HIRING ENTITY INFORMATION</b>			
4. Name and/or Name of Business:			
5. Business Address:	City:	State:	Zip:
Business Phone:	Email:		
5a. Contact Person:			
<b>SECTION III: DESCRIPTION OF SERVICES</b>			
6. Deliverables/Services to be provided by the Freelance Worker <i>(Use this section to describe or itemize all services to be provided by the Freelance Worker. If a separate document describes the work, identify the document and attach it).</i>			
7. Completion Date: _____			
8. Location(s) where work will be performed (please list all addresses):			
<b>SECTION IV: PAYMENT</b>			
9. Rate and Total amount of Payment <i>(Use this section to describe both the rate the Freelance Worker will be paid (e.g., per hour, fixed rate, etc.), and the total amount the Freelance Worker will be paid for the services provided)</i>  (a) Rate of Payment _____ (b) Total Amount of Payment _____			
(Note: if work will be performed at more than one location, please list all locations and the estimated total payment for the services performed at each location. If a separate document is required, identify the document and attach it.)			
10. Method of payment (check one) <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other: _____			
11. Payment Due Date (or how the Due Date Will Be Determined): _____ (If no due date is specified, the Hiring Entity must provide full payment to the Freelance Worker by no later than 30 calendar days after services are rendered)			

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12. This section is intentionally left blank for any additional provisions to be added and agreed upon by the Hiring Entity and the Freelance Worker.

## SECTION IV: SIGNATURE

HIRING ENTITY SIGNATURE:

\_\_\_\_\_  
Signature Printed Name Date

FREELANCE WORKER SIGNATURE:

\_\_\_\_\_  
Signature Printed Name Date

SAMPLE