

Freelance Contract Planning Checklist

- Full legal names & addresses of both parties
- Scope of work (clear project description)
- Deliverables and deadlines
- Payment terms (fees, invoicing schedule, late payment clauses)
- Ownership of intellectual property
- Confidentiality clauses
- Non-compete or exclusivity clauses (if applicable)
- Termination clause
- Dispute resolution process
- Jurisdiction and governing law
- Data protection obligations (GDPR)
- Liability limitations and insurance requirements
- Signatures & date

