

The freelance contract

FREELANCE SERVICES CONTRACT

Project: [project name]

Reference: [ASH-01]

Date: [date]

1. PARTIES AND STATUS

1.1 Client: Ashcombe Cider Works, [address]. Client contact: [name, title, email].

1.2 Contractor: [your name or business name], [address, email].

1.3 I'm working as an independent contractor, not an employee. I use my own equipment, set my own hours, pay my own taxes and insurance, and I'm free to work for other clients while this project runs.

1.4 This document covers the work in section 2, the fee, the dates, the rates for anything added later and the way additions get approved. It replaces any scope described in earlier proposals, emails or calls.

2. WHAT I'M DELIVERING

2.1 Forty-eight product photographs on a white background, one angle per product, delivered as full-resolution files plus web-sized copies.

2.2 Twelve lifestyle scenes photographed on location at the Ashcombe premises, delivered in the same two sizes.

2.3 One round of retouching on every delivered image, covering color correction, dust and blemish removal and background cleanup.

2.4 One shared gallery containing every final file, kept online for twelve months from final delivery.

2.5 A written shot list agreed before the first session, listing all forty-eight products by name.

3. WHAT'S NOT INCLUDED

3.1 Models, stylists, props and prop hire aren't included. Ashcombe books and pays for these directly.

3.2 Studio hire isn't included. Product shots are photographed at my own studio, and lifestyle scenes at the Ashcombe premises.

3.3 Video, motion and animated content of any kind aren't included, and aren't priced in section 4.

3.4 Compositing, background replacement and any retouching beyond 2.3 aren't included, and are priced in section 4.

3.5 Products that arrive damaged, unlabeled or after the shoot dates in section 6 aren't covered by this fee. Reshooting them is priced in section 4.

4. RATE CARD

These rates apply to anything added after signature, and they hold for ninety days from the date above.

4.1 Additional product photograph, one angle on white: \$180 each.

4.2 Additional lifestyle scene: \$310 each.

- 4.3 Retouching round beyond the one included in 2.3: \$45 per image.
- 4.4 Additional location day, up to eight hours including travel: \$1,040 per day.
- 4.5 Reshoot of an image already delivered and accepted: \$210 each.
- 4.6 Delivery of any addition inside three business days: the rate above plus 25%.
- 4.7 Anything with no line above: \$95 per hour, quoted and accepted in writing before it starts.

5. WHAT I'M ASSUMING

- 5.1 All forty-eight products arrive at my studio at least five business days before the first session.
- 5.2 Ashcombe returns written feedback on each delivered batch within five business days.
- 5.3 The lifestyle location is available on the dates in section 6, with power and clear access.
- 5.4 If any of the above slips, the dates move by the length of the delay, and I'll tell you by how much before anything shifts.

6. DATES

Start: [date]. Final delivery: [date], being six weeks from signature.

Product photography sessions: weeks two and three. Lifestyle location day: week four.

Retouched product files delivered: end of week four. All remaining files delivered: end of week six.

7. WHEN SOMETHING IS ACCEPTED

Each batch in section 2 is accepted when Ashcombe confirms it in writing, or five business days after delivery if no written feedback has arrived by then. Anything requested after a batch is accepted is priced from section 4.

8. FEE AND PAYMENT

Total fee: \$13,400 USD, fixed for the scope in section 2.

Forty-eight product photographs at \$180 each: \$8,640.

Twelve lifestyle scenes at \$310 each: \$3,720.

One location day: \$1,040.

Payment: \$4,690 (35%) on signature, \$4,690 (35%) on delivery of the retouched product files, \$4,020 (30%) on final delivery.

Invoices are payable within fourteen days. Overdue invoices carry interest of 1.5% per month. Work pauses on any invoice more than fourteen days overdue, and the dates move by the length of the pause.

9. WHO APPROVES EXTRA WORK

[Name, title, email] approves additions and costs on behalf of Ashcombe. I only photograph, and only invoice, work that this named person has accepted in writing.

10. HOW EXTRA WORK IS PRICED AND APPROVED

Either of us can propose a change to section 2 at any time. Where the request matches a line in section 4, I'll confirm that rate and the effect on the delivery date within one business day. Where it doesn't, I'll price it under

4.7 and reply within two business days with the cost, the hours behind it and the new date. Work on an addition starts once the person named in section 9 accepts it in writing, and nothing outside section 2 is photographed or invoiced without that written acceptance.

11. OWNERSHIP AND LICENSES

Ownership of the delivered images transfers to Ashcombe on payment in full, for unlimited use in Ashcombe's own marketing, packaging and retail listings. Until payment in full, the images stay mine and aren't licensed for any use. My raw files, presets and working methods stay mine. I keep the right to show the delivered images in my own portfolio unless section 12 says otherwise.

12. CONFIDENTIALITY

Product designs, recipes, launch dates and pricing shared with me stay confidential, and I won't publish or show any image before the launch date Ashcombe gives me in writing.

13. ENDING EARLY

Either of us can end this contract with fourteen days' written notice. The deposit in section 8 isn't refundable and covers the time already reserved. Ashcombe also pays for every item completed to that date at the rates in section 8, plus any addition accepted under section 10, and I hand over every file shot so far.

14. WHICH LAW APPLIES

This contract is governed by the law of [state or country]. If we disagree, we'll each put the problem in writing and talk within ten business days before either of us takes it further.

15. THE WHOLE AGREEMENT

This document, once signed by both of us, is the agreement for the work described in section 2. Changes to it are made by the process in section 10, and not by a call, an email or a message thread.

SIGNED

For Ashcombe Cider Works: _____ Date: _____

For [your name]: _____ Date: _____