Service agreement

Place

Date

The service provider

Name or company name

Full address

Business registration number

The client

Name or company name

Full address

Registration number

Scope of work

Description of the services to be provided

Expected deliverables and acceptance criteria

Start date

End or delivery date

Number of revisions included

Price and payment

☐ Fixed price ☐ Hourly rate ☐ Daily rate

Amount or rate (excluding taxes)

Currency

Deposit on signing

Payment terms for invoices

Terms

Rights in the results

☐ Rights in the deliverables are assigned to the client after full payment

☐ The client receives a licence to use them; the provider keeps its rights

☐ Rights stay with the provider unless agreed otherwise in writing

Each party keeps confidential the non-public information received from the other and uses it only for this assignment.

The provider works independently, organises its own work and is not bound to the client by an employment contract; it is responsible for its own social and tax obligations.

Either party may end the contract in writing by giving the notice below; work already done remains payable pro rata. In case of serious breach, the injured party may terminate after a formal notice has gone unanswered.

Termination notice period

Governing law and competent court

Provider's signature

Name in full

Client's signature

Name in full