

Agreement for Copywriting Services

Date: _____

Between me: **Melissa Perkins** ("I," "me" or "copywriter" or in this document) And you:
_____"("you" or "client" in this document)

Introduction

I will strive to be helpful and flexible throughout our engagement, but it's a good idea for us to have a formal agreement on paper, so we both know what to expect. Agreements like this should be easy to understand, so I've made sure this one uses clear language. Having said that, if anything is unclear, please ask me. I'll be happy to clarify. Onward!

Project Summary

You, _____, are hiring me, **Melissa Perkins**, to **write email copy (5 emails total)** for the total price of **\$600**. The Project Details and Payment Schedule sections of this document provide full details.

What do we both agree to do?

As my client, you agree:

- You have the power to enter into this contract on behalf of your organization.
- To provide me with everything I need to complete the project when I need it.
- To review my work, deliver feedback, and sign-off within agreed timescales.
- To stick to the payment schedule described at the end of this agreement.
- Your project does not involve any of the following topics:
 - Adult Toys/Dating
 - Bitcoin/Cryptocurrencies
 - Politics
 - Guns
 - Hunting
 - Projects Requiring FDA-Compliant Language (unless you have a legal team/person that can provide guidance and approval of the final copy).

If it does involve one of these topics, we reserve the right to cancel the project and promptly issue a refund.

EMERSON INK

As the copywriter, I agree:

- I have the experience and ability to perform the services you need from me.
- I will carry this service out in a professional manner and work to meet your deadline.
- I will respect the confidentiality of any information you give me.

Format of Deliverables

All copy for this project will be delivered in a shared Google document.

Revisions

Revisions are a natural part of the writing process, and I offer up to two rounds of revisions for each project. Most often, only one round is needed.

When you receive your first draft, revision requests should be made within three business days. A revised draft will be returned to you within three business days of receiving your revision request.

Copyright

When I have received full and final payment as described in this agreement, copyright of the work I produce is automatically assigned to you. You can then use the work however you wish. However, until the final payment is received, the copyright and ownership of the work remain with me.

I reserve the right to use this project as part of my online portfolio because I want to work with more amazing clients like you. All that really means is, I'll add a description and screenshot of the final project, and a link to your site to the portfolio section of my website.

Deadline

If this agreement is signed and returned and I have received your initial payment and onboarding form at least 48 hours before our scheduled project date, I will deliver the first draft copy within 7-10 business days from our scheduled project date.

Things that may prevent me from hitting my deadline:

- Not receiving initial project payment
- Not receiving responses to questions or requests for information quickly
- Not receiving feedback on drafts within 3 business days

Other unlikely things that may cause me to miss my deadline:

- Natural disasters

EMERSON INK

- War
- Family or personal emergencies
- Acts of god, goddess, the universe, fate, or just wicked bad luck

If any of these wacky things occur, let's agree to work together to bring about the best possible outcome for everyone.

Payment Schedule

The total cost for this project is: **\$600**

The initial 50% payment of **\$300** is due at the time of scheduling (thank you for your payment!)

The remaining 50% (\$300) will be due when the draft is submitted for your review (7-10 business days from our scheduled start date).

Invoices are due upon receipt.

Canceling this Contract

If you wish to cancel this agreement during the project, I will retain your initial 50% payment. If a draft has already been submitted and you would like to cancel the agreement, the remaining balance will be due.

Example:

Cancel before the first draft is submitted - I keep your initial 50% payment.

Cancel after the first draft is submitted - I keep your initial 50% payment and invoice you for the remaining balance.

Legal Stuff

I will do my best to ensure all facts and statements in my work are true and that it doesn't infringe upon any copyright or other right of a third party. However, I am not liable to you or any third party for damages, including lost profits, lost savings, complaints, claims, litigation, or other incidental, consequential, or special damages that arise regarding this project.

If any provision of this agreement shall be unlawful, void, or for any reason is unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

You cannot transfer this contract to anyone else without my written permission.

EMERSON INK

Ok, this bit's important.

Please make sure you review and agree with the Project Details described in the next section. The project details may not be changed once this agreement is in place (but we can always start a new contract if you want to add additional work).

Project Details

Copy for 5 emails.

Emails will be written to help you achieve the goals you define on the client on-boarding form.

Initial deposit: \$300 (paid, thank you!)

Final Invoice \$300 (to be issued with delivery of draft 7-10 business days from scheduled start date.)

Total Project Cost: \$600 (final invoice will be issued when draft is submitted)

Draft delivery: 7-10 business days from scheduled start date.

Sign here, please.

Here's the good old dotted line. By signing below, you agree to the terms of this contract.

Copywriter/Owner at Emerson Ink

Signature:

Signed by: Melissa Perkins

Client: _____

Signature:

Signed by: _____

Date: _____

Please sign and return. Looking forward to working with you!