

Freelance Design Contract

Between Johannes Coetzee and [Client's Name/Company]

1. Scope of Work:

- Services provided will primarily be digital graphic design, including but not limited to, multimedia elements.
- Deliverables will include three versions of the specified project.

2. Project Timeline and Process:

- Upon receiving a project brief, an estimated completion time and cost will be provided.
- Once the estimate is approved, work will commence.
- Final deliverables and an invoice will be provided upon completion.

3. Payment Terms:

- A fee of 350 Namibian dollars per hour will be charged.
- Payment is due within one week of submitting the final deliverables.
- Electronic bank transfers are accepted.

4. Revisions and Adjustments:

- Four free revisions are included if requested within five business days of delivering the final versions and payment has been made.
- Revisions are defined as adjustments to existing designs, not complete overhauls or new designs.
- No revisions will be undertaken before the final payment is made.
- Any requests for revisions after five business days will be charged at the hourly rate.

5. Client Approval and Feedback:

- Clients are required to provide feedback or request revisions within five business days of receiving the final designs.
- If no feedback is provided within this period, the project will be deemed completed and accepted.

6. Cancellation Policy:

- If the project is cancelled by the client, fees equivalent to the hours already worked will be charged.

7. Intellectual Property and Portfolio Use:

- The designer retains the right to showcase the designs for portfolio and promotional purposes, with the agreement of not using them for commercial purposes with other companies.
- The client has full usage rights upon payment.

8. Liability and Indemnification:

- The designer shall not be liable for any indirect, special, incidental, or consequential damages arising out of the client's use of the services and designs.
- The client agrees to indemnify and hold harmless the designer from any claims, damages, and expenses arising from the use of the designs.

9. Force Majeure:

- Neither party will be liable for delays or failure in performance resulting from acts beyond their control.

10. Communication:

- Both parties commit to responding to communications within two business days to ensure timely progression of the project.

11. Additional Clauses:

- **Confidentiality:** Any confidential information shared during the course of the project shall remain private and not be disclosed to third parties.
- **Amendments:** Any changes to this contract must be made in writing and agreed upon by both parties.
- **Dispute Resolution:** Any disputes arising from this contract will first be attempted to be resolved through mediation before any legal action is taken.

Acceptance:

Johannes Coetzee

[Client's Name/Company]

Date: _____