

PROJECT PLAN AGREEMENT

From: Your Name

Address, City, State Zip

Phone:

Email:

Date:

To: Client

Address

City, State Zip

Phone:

Email:

Project Number:

Project Scope: 10 Blogs for travel website or whatever it is

Target Market:

Project Deliverables:

- All deliverables will be submitted to the Client by their listed Delivery Dates.
- **The Client has 2 business days to review the deliverable.**
- The Client will notify the Independent Contractor of acceptance or rejection of each completed deliverable.
 - ✓ If the Client accepts the deliverable, he/she will tell the Independent Contractor to proceed to the next project task.
 - ✓ If the Client requests revisions to the deliverable, he/she will outline the needed changes. The Independent Contractor will resubmit the deliverable to the Client within **two (2)** business days.
- Any additions to or deletions from the deliverables listed on this Agreement will be considered a **"Change of Project Scope."** Should the scope of this project change after this Agreement's Effective Date, the Independent Contractor will draft a **Change Order** and submit it to the Client for approval.

Project Start Date:

Deliverable 1

Delivery Date:

Description:

Deliverable 2

Delivery Date:

Description:

Deliverable 3

Delivery Date:

Description:

Deliverable 4

Delivery Date:

Description:

Deliverable 5

Delivery Date:

Description:

Project Completion Date:

Payment Terms:

The below charts illustrate a timetable for payments due over the course of the project. If additional work is required due to a change in project scope, the Independent Contractor will submit a Change Order (that addresses the scope change and payment term change) to the Client for approval.

Fee Schedule

Quantity	Description	Price	Total
1			
		Total Project Value	

Ownership of Final Product:

Clause for the Client to retain ownership of the project work

- The Independent Contractor acknowledges that he/she has no right to or interest in any copyright to the work, products, documents, reports, or other materials resulting from the services performed to complete this project. The Independent Contractor agrees that the services and products listed in this Agreement were specially commissioned by the Client as "works made-for-hire" (as that term is used in the Copyright Law of the United States). The Independent Contractor transfers to the Client the copyright of the work described in this Agreement for the term of the copyright defined by law.
- In the event that the services and products created for this project are for any reason deemed not to have been works made-for-hire, the Independent Contractor assigns to the Client all right, title, and interest the Independent Contractor may have in the services and products. This includes all copyrights, publishing rights, and rights to use, reproduce, and otherwise exploit the services and products created in all formats, media, and channels.

Term and Termination:

- The term of this Agreement begins on the listed Effective Date, and will continue until the Independent Contractor satisfactorily completes performance of the services.
- **This Agreement may be terminated by either party who provides fifteen (15) days written or email notice if the other party breaches or is in default of any obligation listed in this Agreement and the default has not been settled within a 15-day period.**
- Upon termination by either party, the Independent Contractor will give the Client any and all copies, in whole or in part, of the materials (as they then exist) and any and all tangible materials the Client provided to the Independent Contractor in connection with this Agreement.

Revision Clause:

Any re-writes requested by client shall be subject to additional payment from client.

Payment of Expenses:

During the term of this Agreement, the Independent Contractor will bill and the Client will reimburse [him or her] for all reasonable and approved out-of-pocket expenses that are incurred in connection with the performance of the duties of this project.

The out-of-pocket expenses for this project include:

- xxxxxxxxxxxxxxxxx

Change Order or Amendment:

No Change Order or Amendment related to this Agreement will be valid unless:

1. The Independent Contractor submits a Change Order to the Client in writing.
2. The Client approves the Change Order in writing.

Date _____

Date _____

Mr. or Ms. Client
Client

Your Name