

# Freelance Contract Intake Checklist

## Project & Client Details

☐ Client Name and Contact Information

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☐ Project Name/Description

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☐ Start Date & Deadline

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☐ Scope of Work Defined

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## Scope & Deliverables

☐ Detailed Deliverables Listed

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☐ Milestones/Schedule Specified

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☐ Revision Policy Stated

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## Payment Terms

☐ Payment Amount/Rate

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☐ Payment Schedule

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☐ Accepted Payment Methods

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☐ Late Payment Policy

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## Legal & Policies

☐ Confidentiality/Non-disclosure

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☐ Intellectual Property Ownership

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☐ Termination Conditions

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☐ Signatures Section

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Notes