## Contract partners

**Company name Freelance name**

Owner: … something something

CVR number: …

**In contract called: … In contract called: Freelancer**

**Contact information Contact information**

… something something

…

Skype: ...

Mail: …

**Paypal information Paypal information**

Something something

## 1.1 - Work description

The freelancer’s work consists of different illustrations and layout for the board game project “…”.

Ex; Illustrations for cards, markers, sheets, rulebook, box and so on.

The illustrations may vary in size and detail.

Some illustrations might have to be combined with other pieces of work and/or layouts.

*Disclaimer: The work won’t be related to any religious or political topics.*

## 1.2 - Work process

The iteration process for illustrations/graphical work done on this project is as followed.

* **A mail containing a task document is send to freelancer.**
  + This document will contain as much information about the illustration(s) as possible (maybe inspirational material and sketches).
  + Date: H
* **1. Iteration: WIP 1 is send to …**
  + Date: H + max … days
* **Feedback from …**
  + Date: H + max … days
* **2. Iteration: WIP 2 is send to …**
  + Date: H + max … days
* **Feedback from …**
  + Date: H + max … days
* **3. Iteration: Finished illustration is send to …**
  + Date: H + max … days
* **If correction is needed (file format, layers or the likes), announced by …**
  + Date: H + max … days
* **Illustration(s) is hereafter accepted.** 
  + Date: H + max … days

Even though the illustrations will be send in “packs” as tasks the illustrations are still accepted individually, which is why the dates described above might not be 100% achievable – but will be the common idea of the process.

## 1.3 - Deadlines / Time tables

Deadlines will be given per task and may therefore vary depending on the importance.

In general there are 3 deadlines which are of great importance and which the different tasks will be bound by.

* **Project launch on a crowd funding website (…, X)**
* **Project end on crowd funding website (X + … days)**
* **Project digital production end (X + … days)**
  + Board game launch (…)

## 1.4 - Payment

Payment will take place in 2 phases during the project.

All payments and transfers are calculated in dollars ($).

1. **Phase**

When an illustration is accepted as done, the payment will be enrolled into a collected payment of the month, which will be paid the 1st of next month.

1. **Phase**

Second payment (related to 1st payment) will take place the 1st of the following month.

**Payment calculation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Price/Payment, defined by the longest side of the illustration** | **1st payment (50%)** | **2nd payment (50%)** | **Total payment (100%)** |
| … | … | … | … |
| … | … | … | … |
| … | … | … | … |

**Calculation example**

An illustration with dimensions … will be paid with …

*Bleeds, frames, cut markers etc. are not part of the calculation.*

**Payment example**

For the … - five illustrations of yours are accepted for a total of …, which will then be paid the …. The following month on the …, you’ll get the next payment of …, for a total of ….

* **The payment will be wired through PayPal.**
* **The freelancer needs to have a Paypal account in order to receive any payment.**

*Payments will be added together every month, so freelancer will get 1 payment every 1st of a month.*

*… will write a detailed “payment/salary”-note for both … and freelancer, which … will use for the tax registration in …’s own country. It’s the freelancer’s responsibility to do own tax registrations.*

## 1.5 - Payment Bonus

Together with the regular payment there’ll be a bonus payment if the project is successfully overfunded.

… is defined by …

* For each reached … – you’ll get a … bonus of your total work.
* The bonus will be given when the first board games are shipped to the customers.

**Example**

You’ve earned a total … on the project, which has been paid as stated in 1.4.

If the project is … – it’ll give you a … payment increase of the total work.

## 1.5 - Rights

The rights to use the illustrations made for this project will belong to … as the illustrations are accepted and thereby enrolled for payment.

… may use the illustrations in various ways – as long as it’s connected to the project and/or the product.

The freelancer may not use the illustrations for commercial use but only for personal promotion (as long as the correct rights are displayed and/or the project/product referred to).

## 2.1 - Information

Both parties of the contract are obligated to keep each other’s information hidden from 3rd party.

Freelancer is obligated to keep information about the project / product hidden from 3rd party.

The freelancer is of course free to promote the project through freelancers own channels/social interaction and so on, which is in everybody’s interest.

## 4.1 – Acceptance and signatures

I hereby declare that I’ve read, understood and agreed with everything in this contract.

In case of any additions to the contract, those additions will have to be signed by both partners in order to be valid.

**Date:** DD / MM – YYYY **Date:** DD / MM - YYYY

Owner’s name Freelancers name

Company name

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