



## **HËLLO - THE FREELANCE PROJECT**

Srdjan Ilic

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[www.portalis.rs](http://www.portalis.rs) [hello]

# **FREELANCE CONTRACT**

**HËLLO – THE FREELANCE PROJECT**



**hëllø - the freelance project**  
by portalis

**RESHAPE YOUR BUSINESS**

# MY SERVICES PUZZLE

BASED ON AFFORDABLE PRICES  
AND INVOICING MADE EASY METHODS  
WITH PAYPAL OR MONEY TRANSFER

## START ME UP

**BROCHURE STYLE  
TAILOR-MADE RESPONSIVE  
WEBSITES + BASIC SEO**

redesigned or built from a scratch...  
one- or multi-page, a bilingual or  
multilingual websites  
[one time template license required]

## ADVANCED ORGANIC SEO

**ADD-ON PACK**

website optimization and more  
SEO website chekup  
Google Search Console  
Google Analytics tracking



request a 'try before you buy'  
website template live demo  
request a free 'before and after'  
website SEO analysis

## WEB APP EXTENSION MODULE

**ADD-ON PACK**

web page add-on with a slight  
touch of PHP and MySQL, and  
implementation of third-party  
add-ons

## PREPAID 360 SUPPORT

**ADD-ON PACK**

all we need is... **extra working hours and features**

## FIND ME

**COMPREHENSIVE  
GOOGLE ADS SEARCH  
CAMPAIGN**

reach new customers and grow your business with Google's online advertising program  
turn your advertising investment into revenue with successful ads made by Google Ads certified professional  
ad campaign based on web traffic, leads or sales marketing goals (excluding ad campaigns budget)  
complete copywriting, and ongoing iterative analysis and performance marketing campaign maintenance  
comprehensive closing report based on data provided by Google



request a free copy  
of 'Google Ads review'  
leaflet

## MY BUSINESS AND TRENDS



request a free copy  
of 'Google My Business'  
leaflet

BE LISTED ON... **GOOGLE MY BUSINESS SERVICE**  
AND GET A REPORT ON WHAT'S TRENDING NOW

## TREND IT UP

**A COMPLETE SOLUTION FOR  
PROMOTING YOUR  
BUSINESS ON INSTAGRAM  
AND FACEBOOK**

from setup of socnet business profiles  
to complete content and community  
management

**16 posts** with clear messages, and  
custom made graphics or pics provided  
by you (blended to perfection)  
state-of-the-art hashtags for every post

## PAID PROMOTION

**ADD-ON PACK**



request an introduction free of charge 'spot on' post on  
Instagram/Facebook  
request a free copy of 'aida - after party' leaflet with  
recommendations how to manage your social media profile

**Acquisition campaigns** acquire new prospects and customers.  
**Monetization campaigns** generate revenue from existing leads and customers.  
**Engagement campaigns (+optional giveaway)** create communities of brand promoters.  
[promo vouchers for campaigns and additional setup required]

## EXTENDED MONTHLY SUPPORT

**ADD-ON PACK**



request a free copy of 'my next steps on LinkedIn' leaflet

extended monthly support with  
complete content and community  
management (incl. **2 posts**)

## PRO CONNECT

**GET CONNECTED ON  
LINKEDIN**

warm up your leads on LinkedIn business  
platform with comprehensive personal  
and business page management during  
three months

you may expect a professional business  
resume paper and cover letter, and up to  
**9 business posts** with complete  
content and community management  
as well

## CREATIVE CONSULTING

**CREATIVE  
STRATEGY,  
BUSINESS and  
eLEARNING  
SERVICES**

## CONTENT MGMT

**CONTENT MANAGEMENT**

e-books, infographics, ad banners and  
slide presentations  
choose between various options involving  
the following components:  
word processing|content creation

## PHOTO SERVICES



request  
a free copy of  
'the big A  
book of  
photography'

**PHOTO SESSION & POST PRODUCTION  
ON YOUR DEMAND  
PHOTO COLLECTIONS**

inclusive free file transfer and photo licensing  
agreement paper  
[hourly based service]

## GRAPHIC DESIGN



request  
a free copy of  
'the little book  
of design'

**VISUAL IDENTITY SOLUTIONS**

corporate branding, label, bookplate and heraldry designs  
inclusive ready2print solution (with a book of graphic standards)

# REQUEST A QUOTE

**www.portalis.rs [hello]**

**RESHAPE  
YOUR BUSINESS**



MADE IN SERBIA

**Srdan Ilić**  
Bachelor with Honours  
in Electrical Engineering and Computing

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the freelance project  
RESHAPE YOUR BUSINESS



[This document is valid for all countries except Republic of Serbia unless otherwise endorsed]

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Dear Sir/Madam,

First of all, I would like to thank you for your confidence. Here is a legal and commercial framework for freelance services I perform. It is necessary to sign the freelance contract with customers, individuals and legal entities registered outside of Republic of Serbia. Invoice, together with instructions for the completion of payment is to be issued after the project request is defined, and freelance contract signed. A freelance contract template is provided hereinafter.

Yours faithfully,

**Srdjan Ilic**  
**HĚLLO – THE FREELANCE PROJECT**  
**RESHAPE YOUR BUSINESS**  
DESIGN AND PRODUCTION COORDINATOR

# FREELANCE CONTRACT

Date: [date]

This Freelance Contract (this "Contract"), is entered into by and between:

[customer name, with an office located at [address, city, state]  
or [customer name][address, city, state]  
(hereinafter referred to "Client")

and

Srdjan Ilic, Bachelor with Honours in Electrical Engineering and Computing  
Design and Production Coordinator at **hëllo – the freelance project**  
[bank or PayPal account]  
(hereinafter referred to as "Contractor").

Client has a need for: [service(s)]

whereas, Contractor has the skills and expressing interest in performing such services for Client.

The parties wish to set forth the terms and conditions upon which such services will be provided to Client. For and in consideration of the foregoing premises herein contained, the parties hereby agree as follows:

## Description of the Service(s)

[full description of the service(s) and project scope]

Contractor will provide the following as per deliverable dates mutually agreed upon:

[specifications and due dates or weeks needed for implementation]

The days waiting for you to provide feedback or any resources requested are not considered "business days" nor are included in the timeline.

## Payment Terms and Methods

The Contractor will charge the Client for a total amount of [due sum].

There is only one installment: 100% upfront (an advance payment) of contractually due sum.  
Payable by bank transfer or PayPal.

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Signed by Srdjan Ilic  
(**hëllo – the freelance project**)

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Signed by and on behalf of  
[Client]

Everyone should sign above and keep a copy for their own records.

# **FREELANCE CONTRACT TERMS AND CONDITIONS**

## **INTELLECTUAL PROPERTY RIGHTS**

### **Pre-Existing Intellectual Property**

Unless for the Client's benefit, the Contractor will not use any third party, or any pre-existing intellectual property in connection with this Contract. Should the Contractor use such pre-existing intellectual property, the Contractor will be obliged to obtain from the third-party owner the right to use such intellectual property and in no way shall be the Client be burdened of any inconvenience caused by the Contractor in the engagement to this Contract.

All works and intellectual property as to the product result of the service provided by the Contractor to the Client shall be owned by the Client, including 3rd party Pre-Existing Intellectual Property if there is any, as it being incorporated to the deliverables by the Contractor to the Client, with the license including the right to sell, use, reproduce, modify, adapt, display, distribute, disclose, and to sublicense, among others.

### **Intellectual Property of Client**

Contractor may not have any right or interest in any of Client's Intellectual property, except for the limited use which is for the benefit of the Client.

## **CONFIDENTIALITY**

### **Confidential Information**

For the purpose of this Agreement, Confidential Information shall mean propriety information or any information in consonance to the proprietary rights of a Party. This may also mean an information distinctively declared as confidential by the Disclosing Party. This information may be acquired by the Receiving Party through knowledge or grant of access by the Disclosing Party. The information herein includes but not limited to, those conceived or discovered or developed in whole or in part by Contractor hereunder.

### **Client Confidential Information**

The concepts, deliverables, discoveries, ideas, tools in various states of development provided by the Client, and likewise designs, drafts, specifications, techniques, methods, processes, procedures, contacts, associations, references, other information related to customers, product prices, offers, policies and financial information, this Contract and the existence of this Contract, and any work assignments authorized or issued under this Contract.

Contractor will not use Client's name, likeness, logo or any form of identity that may represent the Client without Client's prior written consent, to include use or reference to Client's Identity in any way and in conjunction with the customers of the Client, its potential clients, list of clients and customers, the news releases or releases to any professional or trade publications.

All confidential information shall not be disclosed by the Contractor to third parties and shall continue to be in force even at the termination of this Contract.

## **Non-Disclosure**

Except as permitted in writing and signed by the Client, the Parties hereby agree that during the term of this Agreement and thereafter, the Contractor may not use for commercialization, disclose to any person the Confidential Information by the Client.

Contractor hereby represents that the execution of this Contract, does not in any way produce conflict or breach to any contractual or fiduciary obligation to which Contractor is bound.

## **TERMINATION**

### **Right to Terminate by Client**

Client may terminate this Contract and/or an individual, or any open project without liability at any time, upon prior written notice to Contractor.

Upon termination, Contractor will provide Client a report of the status of any project, in progress or completed, by the Contractor. Client shall not withhold any payment to Contractor the equitable amount for the partially completed work in progress and the agreed to price for the completed Services and/or Deliverables provided and accepted before the end of the Agreement. Contractor shall return all Confidential Information, including all notes, records or any file to the Client which in any way may incorporate Confidential Information provided by Client to Contractor.

## **WARRANTIES**

Contractor warrants that all Services and Deliverables by the Contractor is free from any defect and is conforming to the specifications required by the Client. Likewise, the Contractor warrants that the work made by the latter is original and does not infringe any trademark, service mark, trade name, secrets, proprietary or copyright of any third party.

## **LIMITATION OF LIABILITY**

No party shall be liable for any damages, loss of data, profits or revenue, cost of capital or downtime costs in any way connected with, the subject matter of the agreement.

## **INSURANCE**

Contractor shall be responsible in the Contractor 's insurance coverage for the business as required by any applicable law or regulation, including, but not limited to, Workers' Compensation insurance as required by any applicable law or regulation.

## **INSPECTION AND ACCEPTANCE**

Client shall inspect any of the services performed or deliverables performed by the Contractor before acceptance. Should the services performed found to be unsatisfactory, Client may require Contractor to redo, replace, or repair the work done in order to bring such to full compliance with the requirements, at cost of Contractor.

## MISCELLANEOUS

**Counterparts:** This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Contract.

**Agreement Modification:** No modification or alteration of this Contract shall be considered as having been made unless executed in writing and duly signed by the parties hereto.

**Assignment:** Neither party shall assign or transfer its right and obligations under this contract without the prior written consent of the other.

**Separability Clause:** Should any of the provision of this Contract be held invalid by any competent court, the same shall apply only to the said provision involved and the remaining provisions hereof shall remain valid and enforceable.

**No Employer-Employee Relationship:** The Parties to this Agreement, in entering to this Contract, does not in any way, create an employer-employee relationship. The Client and Contractor agree that upon execution of this Agreement the Contractor, during this Contract shall remain an independent contractor and not bound by the Client's employment rules and regulations.

### Judicial Action

Any action arising from or brought under this Contract shall be filed with the proper courts of [city/state], to the exclusion of all other venues that are hereby expressly and willingly waived by the parties.

### Force Majeure

No Party shall be held liable for any failure in performance under this Contract when failure is caused beyond that Party's reasonable control, including, but not limited to, acts of terrorism, war, earthquake, fire, storm, flood, accident, and prolonged shortage of energy. In the event of such delay, the scheduled date for delivery shall be adjusted reasonably to the benefit of the Contractor. If the delay remains in effect for a period in excess of thirty days, Client may terminate this Contract upon written notice to Contractor.

### Entire Contract

This Agreement, including the documents attached herein shall constitute the one and the same agreement between the Parties. This Agreement supplants any other previous oral or written commitments, agreements or understanding. Further, this Contract may not be modified, changed, or otherwise altered in any respect except by a written agreement and consent signed by both Parties.

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Signed by Srdjan Ilic  
(hello – the freelance project)

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Signed by and on behalf of  
[Client]

Everyone should sign above and keep a copy for their own records.