

FREELANCE ILLUSTRATOR CONTRACT TEMPLATE

This Agreement is made on **[DATE]** between:

ILLUSTRATOR **[Your Name/Studio Name] [Address] [Email] [Phone]**

and

CLIENT **[Client Name/Company] [Address] [Email] [Phone]**

1. PROJECT SCOPE

1.1 Deliverables

The Illustrator agrees to create the following illustrations (the "Artwork"):

- **[Specify the number and type of illustrations]** e.g., "12 full-spread scenes (11x17 inches)"
- **[Specify additional illustrations]** e.g., "3 character illustrations (8x10 inches)"
- **[Style details]** e.g., "Watercolor style with digital touch-ups"
- File format: e.g., "300 DPI CMYK files in both PDF and TIFF formats"

1.2 Project Timeline

The project will follow this schedule:

- Concept sketches: **[Dates]**
- Rough compositions: **[Dates]**
- Final line art: **[Dates]**
- Coloring and details: **[Dates]**
- Final delivery: **[Date]**

2. PAYMENT TERMS



2.1 Fee Structure

Total project fee: \$[Amount] Payment schedule:

- 40% (\$[Amount]) deposit due upon contract signing
- 30% (\$[Amount]) due upon approval of line art
- 30% (\$[Amount]) due upon project completion

2.2 Payment Method

- Payments are to be made via [payment method]
- Invoices must be paid within 14 days of issue
- Late payments will incur a 1.5% monthly fee after the due date

3. RIGHTS AND OWNERSHIP

3.1 Usage Rights

The Client receives exclusive rights to use the Artwork for:

- [Specify primary use], e.g., "The Magic Garden Book"
- [Specify additional uses], e.g., "related promotional materials"

3.2 Artist Rights

The Illustrator retains the right to:

- Include the Artwork in their portfolio
- Display the Artwork on their website and social media
- Submit the Artwork for competitions and awards

4. REVISION POLICY

4.1 Included Revisions

Each illustration includes:

- One revision at the sketch phase
- One revision at the final line art phase



4.2 Additional Revisions

- Additional revisions will be billed at \$[Amount]/hour
- Written approval is required before starting additional revisions
- Minimum billing increment: 30 minutes

5. COMMUNICATION

5.1 Project Management

- All project communications will be via email to [email address]
- Weekly progress updates every [Day] by [Time]
- Response time: Within 2 business days

6. CONFIDENTIALITY

The Illustrator agrees to:

- Keep all project materials and information confidential
- Not share work-in-progress without Client approval
- Maintain confidentiality for [X] years after project completion

7. TERMINATION

7.1 Termination Process

Either party may terminate this agreement with 14 days written notice.

7.2 Termination Payment

If terminated:

- The client pays for all completed work based on milestone prices
- Sketches: 30% of illustration price
- Line art: 50% of illustration price
- Final art: 100% of illustration price

8. DISPUTE RESOLUTION



Any disputes will be resolved through:

1. Direct negotiation
2. Mediation (*if negotiation fails*)
3. Binding arbitration (*if mediation fails*)

9. SIGNATURES

By signing below, both parties agree to the terms outlined in this contract.

Illustrator:

[Name]

[Date]

Client:

[Name]

[Date]

10. PROJECT SPECIFIC DETAILS

[Space for any additional project-specific terms or requirements]



The screenshot displays a dashboard for 'Your Agency'. At the top, there are three summary cards: 'CLIENTS' with a value of 228, 'REQUESTS' with a value of 89, and 'REVIEWS' with a value of 5.0. Below these is a line graph showing a metric over time. The y-axis ranges from 0.0 to 2.0. The x-axis shows dates from 07 Jul to 27 Jul. The graph shows a flat line at 0.0 until 11 Jul, a jump to 1.0 on 13 Jul, a flat line at 1.0 until 19 Jul, and a final jump to 2.0 on 27 Jul.

More Useful Resources:

- ♦ [Free Payment Reminder Template \[Docs / DOCX\]](#)
- ♦ [A Guide to Virtual Collaboration for Creative Agencies in 2025](#)
- ♦ [7 Client Retention Strategies You Should Implement in 2024](#)