



HĚLLO - THE FREELANCE PROJECT

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FREELANCE CONTRACT

HĚLLO – THE FREELANCE PROJECT



hëllø - the freelance project

by portals
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

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]



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

EXTENDED MONTHLY SUPPORT

ADD-ON PACK

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



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

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

PHOTO SERVICES

PHOTO SESSION & POST PRODUCTION
ON YOUR DEMAND
PHOTO COLLECTIONS

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



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

CONTENT MGMT

CONTENT MANAGEMENT

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

CREATIVE
STRATEGY,
BUSINESS and
eLEARNING
SERVICES

GRAPHIC DESIGN

VISUAL IDENTITY SOLUTIONS

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



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

REQUEST A QUOTE

www.portalis.rs [hello]
RESHAPE
YOUR BUSINESS



MADE IN SERBIA




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in Electrical Engineering and Computing

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the freelance project
RESHAPE YOUR BUSINESS



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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.

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

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.

Signed by Srdjan Ilic
(hello – the freelance project)

Signed by and on behalf of
[Client]

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