



RESERVING TIME WITH PATRICK



RESERVING TIME

If you want me to set aside a specific date exclusively for your project, I can do that. I charge a four-hour minimum for reserved time since I won't take on other work during that slot.

Or if you prefer, just send the files when they're ready. I'll let you know as soon as I can start on your project.

⚠ Please note that without reserving time, I may not be available to work on your project, even with an open contract.

USE CASES

Clients with an upcoming printer deadline, an RFP submittal, or other hard deadline.

PURPOSE

Reserving time for a client without a work guarantee limits a freelancer's ability to accept other jobs.

NON-REFUNDABLE

If a client asks to reserve work time but isn't ready with files, the reserved hours are billable regardless of whether work is provided.

CANCELLATIONS

Unused reserved time will be billed in full unless the client provides written cancellation at least 24 hours before the scheduled start.

NEXT STEPS

If these terms work for you, please let me know your preferred date and time to reserve your spot.

I will get back to you within 24 hours to confirm your reservation.

PATRICK D. / Graphic + Video Freelancer

✓ [Upwork.com/freelancers/patrickswork](https://www.upwork.com/freelancers/patrickswork)

PORTFOLIO LINK

🖨 PatrickWork.com