

## **Suggestions for Tackling Negotiations While Freelancing**

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**Situation 1:** Your client wants to pay you a per-project rate but you'd prefer a daily or hourly rate.

Phrases/solutions you can use:

- "I understand you've allocated a certain budget for this project, but in my experience, a daily/hourly rate will reinforce timeliness and efficiency."
- "At the rate you're suggesting, I'd have to limit my hours to X (insert number) per X (week/day) in order to be pay closer to my usual rate."
- If they insist on a project rate, negotiate by taking your typical rate, multiply it by the proposed project duration, and add 30%, since projects almost always extend beyond the initial timeframe.

**Situation 2:** The client is asking for a discount on what you originally quoted.

Phrases/solutions you can use:

- "In order for me to deliver the quality you're looking for, I need to be paid a rate that will keep me from taking on more work that may limit my ability to work on your project."
- Offer to take on a less hands-on role, 'consulting,' where you offer feedback that others are responsible for acting on. This keeps you on the project but reduces the amount of hours, hopefully leading to you being paid the rate you asked for.

**Situation 3:** A publication/organization/client is late with paying you

Phrases/solutions you can use:

- Make sure you include in your contract that late payments (beyond the standard net 30) will incur a 5-10% late fee charge. Make sure the client sees and agrees to this.
- When chasing payments, politely point to this policy.
- For larger projects that span months, you can try asking for a retainer of 10-20% of the total up front.
- If the assignment editor is not responding to your requests, contact Accounts Payable, the executive producer, or the publisher directly.
- Remember to get your scope of work *in writing* and a contract signed before you start on any deliverables. If you need to escalate with a lawyer, documentation is necessary.
- Email, call, and even visit in person if the client is unresponsive.

For more tactics, check out: <https://www.copyblogger.com/freelance-copywriter-negotiation/>