HubExpat.

Open to Swap · Template

Service Swap Agreement

For two HubExpat pros who trade services. Fill in the blanks together, both sign, and each keep a copy.

Example template, for information only. This document has no legal value and is not legal, tax or accounting advice. Adapt it with your accountant or lawyer before your first swap.

1 The parties

	Pro A	Pro B
Full name		
Business name		
Registration no. (e.g. KvK, SIRET)		
VAT number (if registered)		
Address		
Email		

Both pros are listed on HubExpat and act as independent professionals.

2 Services exchanged

	Pro A provides to Pro B	Pro B provides to Pro A
Service		
Scope and deliverables (sessions, pages, revisions, formats)		
Not included		

Any extra work outside this scope is agreed separately, in writing.

© 2026 HubExpat. All rights reserved. · KvK 98205269 · hubexpat.com · Example template with no legal value

3 Value of the swap

Each service is valued at the pro's usual selling price.

- Value of Pro A's service: _____ excl. VAT
- Value of Pro B's service: _____ excl. VAT
- When the values differ, the pro whose service is worth less pays the difference: _____ excl. VAT, by _____

4 Timing

	Start date	Delivery date
Pro A's service		
Pro B's service		

The pros keep each other updated and agree any new date in writing.

5 Invoices and tax

- Each pro sends the other an invoice for the value of their service, as for any client.
- Each pro declares the value received as turnover and may book the service received as a business expense.
- VAT applies to each invoice as usual. Under a small business scheme (KOR, franchise en base de TVA), the invoice shows no VAT and the value still counts as turnover.
- Between businesses in two EU countries, the reverse charge usually applies.
- Each pro is responsible for their own tax and social contributions.

6 Plan B

If a pro can't deliver their service as agreed, the two pros choose together:

☐ A new delivery date: _____
☐ Another service of the same value: _____
☐ Payment of the agreed value: _____ excl. VAT, within _____ days

Either pro can end the agreement with _____ days' written notice. Work already delivered is invoiced at its share of the agreed value.

7 Good-faith terms

- **Ownership:** once the swap is complete, each pro may use the deliverables received for their own business. Portfolio use allowed: ☐ yes ☐ no
- **Confidentiality:** each pro keeps the other's business information private.
- **Responsibility:** each pro is responsible for the quality of their own service and for their own insurance.
- **HubExpat's role:** HubExpat connects the pros and is not a party to this agreement. The swap is entirely between Pro A and Pro B.

© 2026 HubExpat. All rights reserved. · KvK 98205269 · hubexpat.com · Example template with no legal value

8 Signatures

	Pro A	Pro B
Name		
Place and date		
Signature		

Legal notice

Publisher. HubExpat – JAB Freelance (sole proprietorship, ZZP) · The Netherlands · KvK 98205269 · www.hubexpat.com · info@hubexpat.com

Copyright. © 2026 HubExpat. All rights reserved. The HubExpat name, logo, layout and content of this document are the property of HubExpat.

Permitted use. HubExpat pros may download, fill in, adapt and sign this template for their own service swaps. Any other reproduction, distribution, resale or publication, in whole or in part, requires prior written permission from HubExpat.

No legal value. This template is an example provided for information only. It has no legal value in itself and does not constitute legal, tax or accounting advice. Its content may be incomplete or unsuited to your situation or country.

Limitation of liability. HubExpat is not a party to any agreement concluded between pros and accepts no liability for the use of this template, for the services exchanged, or for any dispute between the parties. Each pro remains solely responsible for their own obligations, including tax, VAT, social contributions and insurance.

Version. November 2026.