

JDI CENTRAL

Fees and Charges

Effective Date: 28 May 2026

1. For Client

JDI Central is free to use for posting projects/jobs, reviewing freelancer portfolios after application selection, and interviewing shortlisted freelancers through the platform or via manual coordination through email.

1.1. Fees and charges:

A 12% service fee will be applied to each payment request per freelancer. This fee is exclusive of GST for Clients based in Singapore.

The transaction fee will be the responsibility of the party making the transfer, whether it is the Client or JDI Central.

1.2. Job Deposit Policy (For Hourly-Based and Daily-Based Engagements):

Deposits secure the Freelancer's time and help ensure project continuity for both parties.

To protect project momentum and ensure fairness for both Client and Freelancer, JDI Central requires a refundable deposit before each engagement begins. Deposits are based on project scope and workload and are applied toward future payments.

1.2.1. Short-Term Engagements (Less Than 1 Month)

Workload	Deposit Amount
≤ 30 hours total	\$300 USD flat deposit

If a short project exceeds 30 hours, we'll request a top-up deposit based on the standard calculation (see formula below).

1.2.2. Longer-term Engagement (1 Month or More)

Workload	Deposit Amount
< 30 hours/week	50% of 1-month freelance fee

≥ 30 hours/week	100% of 1-month freelance fee
-----------------	-------------------------------

For example, a freelancer with a rate of USD 20.00/hour and a committed workload of 28 hours/week would require a deposit of approximately USD 1,800.00 (see formula below).

How We Calculate Monthly Freelance Fee

To keep things transparent and consistent, we calculate monthly compensation using this formula:

Full-Month Freelance Fee = Hourly Rate × 40 (workload) × 4.5 (weeks)

Half-Month Freelance Fee = Hourly Rate × 20 (workload) × 4.5 (weeks)

How the Deposit Works

- **Secure & Escrowed:** Held by JDI Central and applied toward the first invoice(s).
- **Refundable or Roll-Forward:** If work hasn't started, unused deposits are refundable or can be credited to future work at the Client's election.
- **Late Payment Protection:** If payment is not received within the extended grace period, JDI Central will release the Client's deposit (up to the received amount) to compensate the Freelancer for unpaid work. JDI Central holds no responsibility for any remaining unpaid work beyond this amount.
- **Maintenance of Financial Coverage for Evolving Projects:** To ensure uninterrupted service and maintain adequate financial coverage, any expansion of a job or project's scope - including increased hourly-based or daily-based engagements or the engagement of additional freelancers - will require a corresponding adjustment to the Client's initial deposit. JDI Central will determine this adjustment based on the revised scope of work, as outlined in item 1.2.2 above.

If you need help calculating your project's deposit, just [book a call](#) with our Talent Manager or contact us at contact@jdicentral.com — we'll walk you through it in minutes

1.3. Project Upfront Payments (For Fixed-Priced Projects)

At JDI Central, a **Project** refers to a scoped engagement with clearly defined deliverables, timelines, and milestones. To ensure fairness, accountability, and continuous progress, all projects are supported by an upfront payment structure and a secure escrow system managed by JDI Central.

1.3.1. Project with total budget < \$300 USD

100% of the total project budget is required upfront before the project begins. This ensures commitment from both parties and allows the Freelancer to start work immediately.

Upon completion of the project and approval of deliverables by the Client, the agreed amount will be released to the Freelancer by JDI Central.

1.3.2. Project with total budget \geq \$300 USD

For the project with a total budget of \geq \$300 USD, there will be 2 stages of payment:

- Stage 1: Initial Prepayment

50% of the total project budget must be transferred upfront to activate the project. This payment is used to secure freelancer resources and initiate work. The transfer is normally expected within 7 days of project confirmation.

- Stage 2: Remaining Payment

After 50% of the project scope has been completed and the Client has approved the corresponding deliverables, the remaining 50% of the project budget must be transferred to JDI Central. This ensures continuity and completion of the remaining work.

Disbursement: All payments are held securely by JDI Central and the agreed amount will be disbursed to the Freelancer upon verified progress and Client approval, following the agreed milestones.

1.4. Payment Flow and Timesheet Procedures

1.4.1. Payment Request Submission:

On the 1st calendar day of each month (or the next available business day if the 1st falls on a weekend or public holiday), JDI Central shall send a payment request from the Freelancer to the Client. This request will include:

- The timesheet submitted by the Freelancer for the previous month's service period.
- The corresponding freelancer's compensation and fee to be paid.

1.4.2. Client Review and Approval:

Upon receiving the payment request from JDI Central (which includes the Freelancer's timesheet and requested fee), the Client shall have a period of three (3) working days to review and approve the payment request. (In case the Client rejects the request, JDI Central will coordinate with the Freelancer to resubmit the payment request for Client's approval, provided that the resubmission and approval process remains within the original three (3) working-day review period).

If both parties are unable to reach an agreement on the payment request within the approval period, JDI Central will instruct both parties to temporarily suspend work until the issue is resolved. JDI Central will assist in resolving the issue within its permitted scope of support.

1.4.3. Client Payment to JDI Central:

Payment Timeline:

Once the payment request is approved (either initially or after revision), the Client shall remit the full payment to JDI Central's designated bank account within seven (7) working days from the date of final approval (equivalent to a maximum total payment cycle of ten (10) days, including the timesheet review and approval period).

Overdue Payment Resolution Process:

- Soft Reminder Before Due Date: JDI Central will issue a courtesy reminder one (1) day before the payment due date to help the Client avoid service interruption or overdue status.
- First Overdue Reminder: If payment is not received by the due date, JDI Central will issue a first overdue reminder one (1) day after the due date. This reminder will notify the Client that the secured deposit may be released to the Freelancer if payment remains outstanding for an additional two (2) days.
- Second Overdue Reminder and Deposit Release Notice: If payment remains unpaid two (2) days after the first overdue reminder, JDI Central will issue a second reminder. This notice will confirm that the secured deposit has been released to compensate the Freelancer and that all ongoing work may be suspended within three (3) days if no payment action is taken.
- Final Reminder Before Work Suspension: If payment remains outstanding after the second reminder period, JDI Central will issue a final reminder two (2) days later. This final notice will inform the Client that work suspension will take effect within one (1) additional day if payment is still not received.

Work Suspension and Deposit Release:

If payment remains unpaid after the final reminder period, JDI Central may:

- Instruct the Freelancer to suspend all work immediately until further notice;
- Release the Client's secured deposit (up to the received amount) to compensate the Freelancer for unpaid work;
- Apply late payment interest of 2% per month, calculated on a daily basis, to overdue invoices.

JDI Central will notify both the Client and the Freelancer once the work suspension and payment protection process takes effect.

Limitation of Responsibility:

JDI Central assumes no responsibility or liability for deliverables, payments, deposit refund, unpaid workdays, or any project outcomes if the Client makes payment beyond this additional grace period.

1.4.4. JDI Central Payment to Freelancer:

Freelancer Payout and Escrow Handling:

The standard Freelancer payout date is scheduled on the 15th working day of the following calendar month.

During the payment grace period outlined in above, JDI Central may release secured deposit funds to the Freelancer with written notice in order to maintain work continuity and avoid project interruption while the Client completes the payment transfer process. Upon confirmation of full payment receipt by JDI Finance, JDI Central shall update the escrow balance and keep the Client informed accordingly.

Processing Delay:

In the event of any processing delay caused by JDI Central, JDI Central will take appropriate responsibility and work to resolve the issue in a timely and transparent manner.

1.4.5. Late Submission and Domino Delay (Freelancer):

Impact of Late payment request Submission: The timely submission of accurate payment requests by the Freelancer is critical to the efficient processing of payments. Any delay by the Freelancer in submitting their payment request by the required monthly deadline will directly and commensurately delay all subsequent stages of the payment flow, including, but not limited to, Client approval, JDI Central's invoice issuance, Client's payment to JDI Central, and ultimately, JDI Central's payment to the Freelancer. JDI Central shall not be held liable for any payment delays caused by a Freelancer's failure to adhere to the payment request submission deadlines.

1.5. Refund to the Client:

- The deposit is tied to each specific job and can be refunded upon the Client's request, once the collaboration with the assigned Freelancer is completed.
- If the Client does not wish to use the deposit for the final payment or to engage another freelancer, the full deposit amount for that job will be refunded. The refund will be processed within thirty (30) days from the date of request.
- Refunds apply only for jobs (hourly/daily-based engagements), and not projects. The upfront payment made for fixed-price projects will be used by JDI Central to make payments directly to Freelancers/Software Agencies on your behalf, and are non-refundable once disbursed.

1.6. Circumvention Fee (Penalty):

If a circumvention event is legally determined (see more in [Terms and Conditions](#)), the violating party agrees to pay a circumvention fee equal to:

- 12% of the projected 12-month engagement value;
- OR a flat minimum of \$3,000 USD, whichever is greater.

This fee covers the lost service revenue, vetting cost, and harm to platform integrity.

2. For Freelancer OR Software Agency

JDI Central is free to sign up, create a profile, select skills of projects you are interested in, upload a portfolio, receive project notifications, apply on projects, and discuss project details with the Client.

2.1. Fees and Charges

For the service, a fee of 10% per payment requested will be charged.

Transaction terms:

- Local Bank Account (USD): Transaction fee is 60 USD fixed.
- Local Bank Account (VND): Free of charge for transaction fee.
- Exchange rate: Subject to JDI's finance policy.

(The fee is deducted from your earnings when you receive the payment from the Employer. You can see your fees on payment request history)

2.2. Payment Term

Freelancers or Software Agencies must submit their logged timesheets at the end of each work cycle, no later than 23:59 UTC on the 1st calendar day of the following month. Submissions made after the deadline may be subject to rejection or delayed processing.

If any logged time is flagged by the Client, the Freelancer or Software Agency is required to respond and take appropriate action within thirty-six (36) hours.

If both parties are unable to reach an agreement regarding the submitted timesheet within the original three (3) working-day review period, JDI Central may instruct both parties to temporarily suspend work until the issue is resolved. JDI Central will provide reasonable support and mediation within its permitted scope of responsibility.

2.2.1. For the Hourly-based or Daily-based engagement, The standard Freelancer payout date is scheduled on the 15th working day of the following calendar month.

2.2.2. For the Project-based engagement, there will be 3 stages of payment:

- First Payment: 50% of the total package will be paid within 14 days after the payment is approved by the Client, upon completion of the first 50% of the project by the Freelancer or Software Agency.
- Second Payment: 40% of the total package will be released upon the completion of the remaining 50% of the project by the Freelancer or Software Agency.
- Final Payment: The remaining 10% of the total package will be released within 14 days after the payment is approved by the Employer upon the final completion of the project by the Freelancer or Software Agency.