**BUYER REQUEST SAMPLE**

**THINGS TO REMEMBER**

1. **Don’t do it on the laptop, do it on the phone so that you can see their names and send personal offers.**
2. **Be courteous**
3. **Show expertise and professionalism**
4. **Provide Proof or samples**
5. **Give assurances**
6. **Provide incentives or leverage**

Hello Sir, I just saw your request for a design logo and I am very confident that I can deliver exactly what you need.

My name is Benjamin and I have been providing quality design work for about 4 years now. I have built up a lot of experience and that makes me confident that I will be the best guy for your job. Please consider sending me a message and I will be glad to give you feedback.

Thank you so much for the opportunity.

Best Regards.

UPWORK SAMPLES

Hi [name of client]

Thank you so much for creating such a fantastic job! You need [Give a Paraphrase of what the client needs always take this from the client’s proposal]. I believe my skills will provide a significant advantage for creating a successful launch.

As someone who loves to serve, I’m thrilled at the opportunity to bring my unique style and passion for the logo design.

[show interest in the job] This job is particularly interesting to me because I recently helped a client with a similar job. That was just a week ago, therefore I understand what it takes to get you your desired design. Additionally, I know where to get great inspiration about the task in order to make your work stand out from the rest.

Also here is a link to my YouTube channel about a similar work I did, where I outlined in details a step by step process on to get the task done.

You can also learn more about me by visiting the linktree link below.

I have some questions for you [begin to list down some series of questions for your client.

I will love to discuss this project further with you. Please feel free to contact me.

Kind regards.

**TRANSCRIPT**

**Hey/ Hi/ Hello [name],**

I just saw your request for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am very confident that I can deliver exactly what you need.

Consider sending me a private message so that I will share some samples of transcripts/ logos/ etc. I have worked on.

I would also be willing to come down a little bit on the price so I make sure I am beating my competitors/ or providing you the best deal for your money. You can message me so that we can negotiate a price.

My name is Joel and I have been providing quality transcripts for about 5 years mow. I have built up a lot of experience and that makes me confident that I will be the best guy for your job.

Just message me and we’ll talk more about this.

**Best regards,**

**Benjamin.**

I just saw your request for a data entry task I have read the job requirement and I am very confident that I can deliver exactly what you need.

My name is Benjamin Kutoh and I have been working as a data entry specialist, Graphic designer, and transcriber for about 2years now I have built up a lot of experience and that makes me confident that I will be the best guy for your job.

I hope you will favor me with this opportunity to work on the task for you. If I am hired I will be willing to come down a little bit on the price so I make sure I am beating my competitors and also providing you with the best deal for your money. I am ever ready to assist you in this task. Kindly feel free to message me so we negotiate on the price.

Thank you for the opportunity.

Best regards,

Benjamin.

**GRAPHICS FROM BUYER REQUEST OPTION**

**Hello Sir,**

My name is Benjamin, and I just saw your request for a Logo Design, I am very confident that I can deliver exactly what you need.

I have sold this service on Fiverr for more than a year and have left behind a trail of highly satisfied clients. I look forward to adding you to that number!

I would also be willing to come down a little bit on the price so I make sure I am beating my competitors and also providing you the best deal for your money. You can message me so that we can negotiate a price.

I look forward to your feedback and providing you with excellent service.

**Best regards,**

**Benjamin.**

**UPDATED**

**Hello Sir,**

**My name is Benjamin, and I just saw your request for a Logo Design and a Banner.**

**I have sold this service on Fiverr for more than a year and have left behind a trail of highly satisfied clients of which I look forward to adding you to that number soon! This makes me very confident that I can deliver exactly what you need.**

**I would be willing to come down a little bit on your budget but not the quality so I make sure I am beating my competitors.**

**I am available anytime, any day, and you can message me so that we can negotiate a price and also discuss how best we can get this task completed.**

**I look forward to your feedback and to providing you with excellent service.**

**Best regards,**

**Benjamin.**

**GRAPHIC DESIGN DIRECT MESSAGE**

**Hello**

I just saw your request for a business card and I am very confident that I can deliver exactly what you need.

My name is Benjamin and I have been providing quality design work for about 4 years now. I have built up a lot of experience and that makes me confident that I will be the best guy for your job.

The following are the highlights of my skills and samples of my accomplishment can be found below this cover.

Logo Design

Flyer Design

Letterhead Design

Business Card Design

Brochure Design

Facebook Ads

Facebook Cover Design

Website Ads

Youtube Cover art

Post for Instagram, Youtube, Twitter, Facebook etc

T shirt Design

Book Cover Design

Poster

Banner

I look forward to discussing more with you about this task.

**Best regards,**

**Benjamin.**

**Hello Sir**

Thanks so much for putting out your request! I perfectly understand the need to make a lasting impression with your flyer. I have sold this service on Fiverr for more than a year and have left behind a trail of highly satisfied clients. I look forward to adding you to that number!

If you hire me, I will provide you with 3 different concepts and print ready, source file, and high quality design for your brand. Each will be concise with a different style to give you the opportunity to choose the best option. Also I will provide you with unlimited revisions if you are not satisfied with the first delivery.

My gig is sold at $20 but I am happy to negotiate a price that works for you. I would also be happy to send you samples.

I look forward to your feedback and providing you with excellent service.

**Kind regards,**

**Benjamin.**

**Hello sir, madam, [name]**

Thanks so much for putting out your request! I perfectly understand the need to make a lasting impression with your launch emails. I have sold this service on fiverr for more than a year and have left behind a trail of highly satisfied clients. I look forward to adding you to that number!

If you hire me, I will provide you two emails with two subject lines per the 10 launch emails you have requested. Each will be concise with a different style to give you the opportunity to choose the best option. Also I will provide you with unlimited revisions if you are not satisfied with the first delivery.

My gig is sold at $20 but I am happy to negotiate a price that works for you. I would also be happy to send you samples, especially those pertaining to online stores.

I look forward to your feedback and providing you with excellent service.

**Kind regards,**

**Joel.**

**¢**

Hello Sir!!

Thanks so much for putting out your request! I perfectly understand the need to make a lasting impression with your launch, that is why I'm so happy to see you around.

My name is Benjamin and I have been providing quality transcription service for about a year now. I have built up a lot of experience and that makes me confident that I will be the best guy for your job.

When hired, I will offer fast, accurate, high-quality, affordable transcripts. I respect your confidentiality and I am very devoted to ensuring that all the rules of grammar and proper punctuation are adhered to in the final delivery.

My professional transcription services would guarantee 100% accuracy for all your needs. I am able to work with even faint audio and video, due to my expertise in audio and video editing as well. I will transcribe:

* lectures
* meetings
* seminars
* interviews
* podcasts
* YouTube
* and many more

Your results would be provided in any of the two formats below as per your request

1. A PDF/Word Docx. of the completed verbatim transcript.

2. A PDF/Word Docx. of a proofread and edited transcript.

I hope to do amazing work for you. See you on the other side!

Hello,

I trust you are doing well?

I just came across your offer, requesting someone to design a logo for you.

I will want to enquire from you if you have not already had anyone for the task. If not, then, I will like to offer myself as a candidate for the job.

I have sold this service on Fiverr for more than a year and have left behind a trail of highly satisfied clients. I look forward to adding you to that number!

If you hire me, I will provide you with print-ready, source files, and high-resolution designs for your brand. Also, I will provide you with unlimited revisions if you are not satisfied with the first delivery.

My gig is sold at $20 but I am happy to negotiate a price that works for you. I would also be happy to send you samples.

I look forward to your feedback and providing you with excellent service.

Kind regards,

Benjamin.