**1- Is it allowed to share contact details**

**With the Recruiters permission, it is alright to share contact details with an employer. It is crucial to ask first.**

**2- is sending or stating your contact details or mentioning other sites where your information or**  
**your portfolio are displayed allowed?**

**You are allowed to share after the recruiter project has been awarded. Should the project not be awarded**   
**you need to request permission from the recruiter on the project first.**

**3- True or false: you are allowed to provide contact details on your profile and/or bids**

**False**

**4- what should i do when an employer asks for contact details?**

**Write ‘Unfortunately’it is agaist T&C and not advised to take communication offsite. In order to do**  
**so I need to first ask the recruiter for permission.**

**5- what should i do when employer asks to pay directly using paypal or another payment gateway?**

**Tell the Employer payments should remain in the site and notify the recruiter on the project.**

**6- what should i do if an employer wants to have a skype call about the project before it is awarded?**

**Contact a Recruiter and ask for permission to share offsite communication details with the employer.**

**7- would it be considered offsite communication if the employer shares their contact details first**  
**the project is awarded?**

**Yes, should you need to engage with them off-site, you need to gain permission from a recruiter first**

**8- Would it be considered off-siting if an employer shared login credentials of their website with you**   
**or asked you to use team-viewer to discuss a project?**

**No**

**9- when should you turn off your preferred freelancer badge?**

**When you are unavailable , going on vaccation, or too busy to take on new projects**

**10- where you can turn off your preferred freelancer badge?**

**Under settings and then account**

**11- Do you pay preferred freelancer project fees on recruiter projects if your badge if turned off?**

**YES**

**12- would you be penalised for not communicating with an employer that you would be away or**  
**need to delayed the agreed time-delivery of a project?**

**Yes, you would penalised as it is important to communicate with an employer and update them**   
**on the status of a project especially should you not be able to complete a deliverable on time.**

**13- what should you do when chat is opened for you by a recruiter and employer is unavailable?**

**Send a short message, introducing yourself and letting the employer know your working hours**   
**and when you will be available to discuss the project with them.**

**14- what is an upfront payment ?**

**Discussing a brief with an employer and once awarded the first milestone is requested before**   
**delivering any work.**

**15- what happens when you request an upfront payment?**

**Withdrawals will be frozen until work is delivered.**

**16- If you do research for establishing if you can take on a project, would you be allowed to request**  
**a milestone release for that without delivering any work yet?**

**No**

**17- If you need to buy something for the project, be it a license, template or program to work on**  
**the project, what do you do?**

**Include it in the first milestone, but make sure that it is also followed by the agreed to deliverables.**   
**No milestones should be released without work done.**

**18- You are allowed to charge 50% at the beginning of a recruiter project?**

**No that would be an upfront payment.**

**19- Are you allowed to discuss project fees with the employers?**

**No discussion of fees is not allowed, you should always include the fee in the total price you gave**   
**to the employer.**

**20- what should you do if your employer wants you to create a secondary project from a recruiter**   
**project, through 'Hire-me' or a normal project?**

**Notify a recruiter about this as you were invited to this project via the preferred freelancer program and let them know what the project ID is.**

**21- what will happen when you circumvent fees?**

**You need to pay 30% of the awarded value of the project or be removed from the program.**

**22- Are you allowed to request reviews or rating before the project is completed?**

**You can ask for them once project is completed.**

**23- would it be considered fee avoidance if a recruiter hourly project was closed to create a non-recruiter**   
**fix price project?**

**YES**

**24- how should you respond to an invitation to a project?**

**By telling the recruiter about your experience and sending relevant examples of work.**

**25- what would happen if you blackmailed, threatened or unprofessional communication with an employer?**

**You will be immediately removed from the PFP.**

**26- How should you FIRST address the employer?**

**Hi there**

**27- Under what circumstances should you spam the employer with messages?**

**Never**

**28- what percentage of disputes can you have in a six month period and still meet the minimum**   
**requirements to stay in the PFP?**

**10%**

**29- what percentage of the projects do you need to accept to stay in the program?**

**85%**

**30- What percentage of the completed projects do you need to maintain?**

**85%**

**31- what is a 'Timeout'?**

**A ‘timeout’ is issued when you have broken the rules of the service agreement and will be given**   
**no invitations for three days.**

**32- As a preferred freelancer are you allowed to consistently be awarded projects that you then break**   
**down into smaller parts for other freelancers to complete?**

**No**

**33- Are you allowed to have a duplicate preferred freelancer account  in the program?**

**No and if you do you will have to close one or both will be closed.**

**34- If you are a company and not an individual what kind of photo should you have on your profile?**

**A professional company logo**

**35- what kind of photo should you have on your profile if you are an individual freelancer?**

**A professional individual photo**

**36- what if you want to add another skill to the preferred freelancer program?**

**You will ne to email [preferred@freelancer.com](mailto:preferred@freelancer.com).**

**37- When is it ok to ask the employer to release the milestone?**

**Once you have delivered the work corresponding to it and the employer has already given you positive**  
**feedback.**

**38- when should i accept the award and start working on the project ?**

**After you have cleared every single detail of the project with the employer,updated your bid,**  
**if necessasry, have agreed on a structure of milestone and the employer has created atleast one milestone.**

**39- What happens if you have too many incoming milestones?**

**You will not receive recruiter invitations until those projects are completed.**

**40- what will happen when you circumvent fees?**

**You need to pay 30% of the awarded value of the project or be removed from the program.**C