

Topic 90

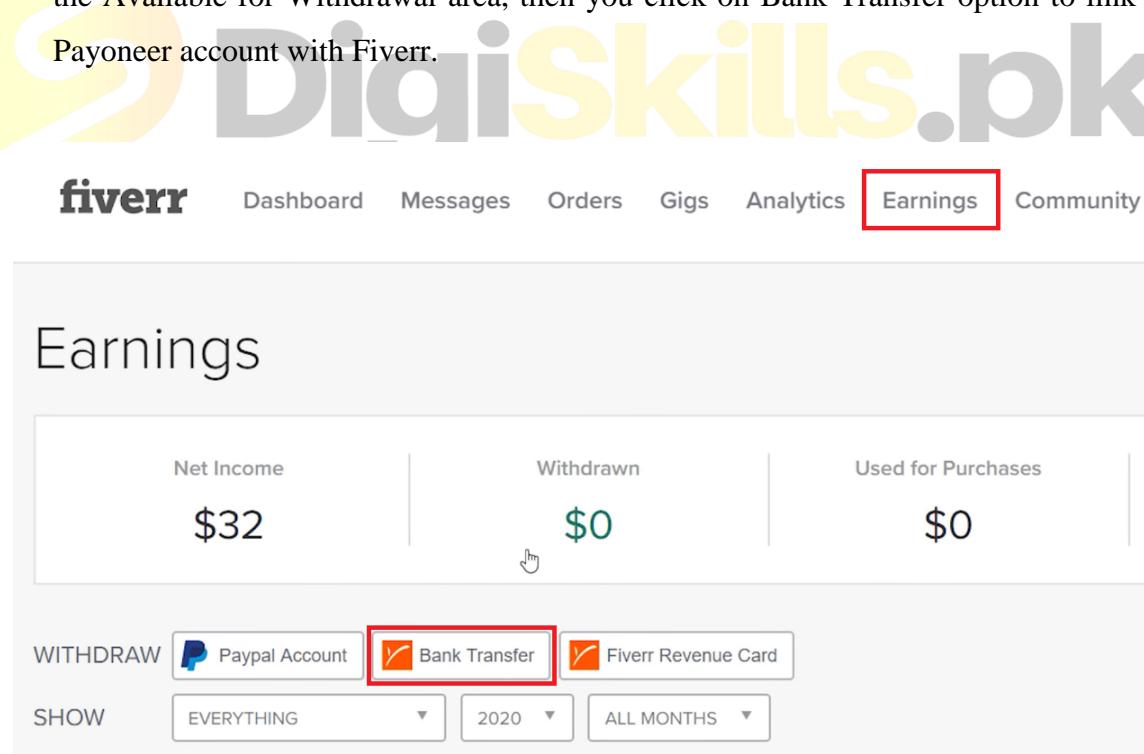
Funds withdrawal method (Payoneer)

When you have a balance in your seller account, you can withdraw your funds. Pakistani freelancer can only withdraw their funds through the Payoneer option available at the platform. Fiverr do not provide provision to directly withdraw funds in a Pakistani bank account.

There are two options to withdraw your funds from Fiverr to Payoneer – either by loading the money onto your Fiverr Revenue card (also called Payoneer prepaid Mastercard), or by withdrawing the money through Payoneer directly to your bank account.

To withdraw funds from your account:

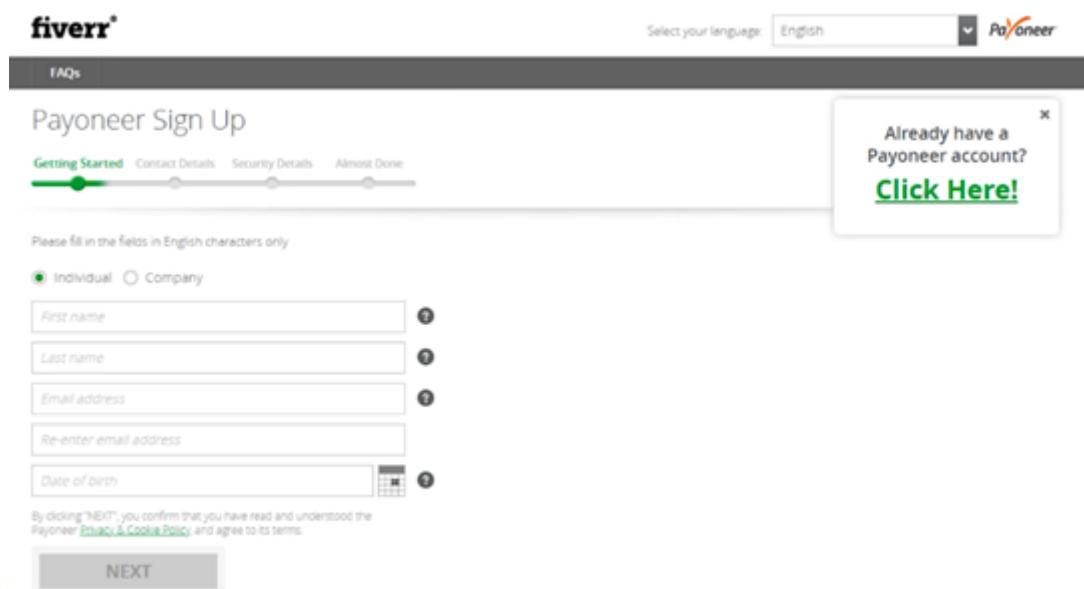
- Once logged in, from the Selling menu, click Earnings. If you have money available in the Available for Withdrawal area, then you click on Bank Transfer option to link your Payoneer account with Fiverr.



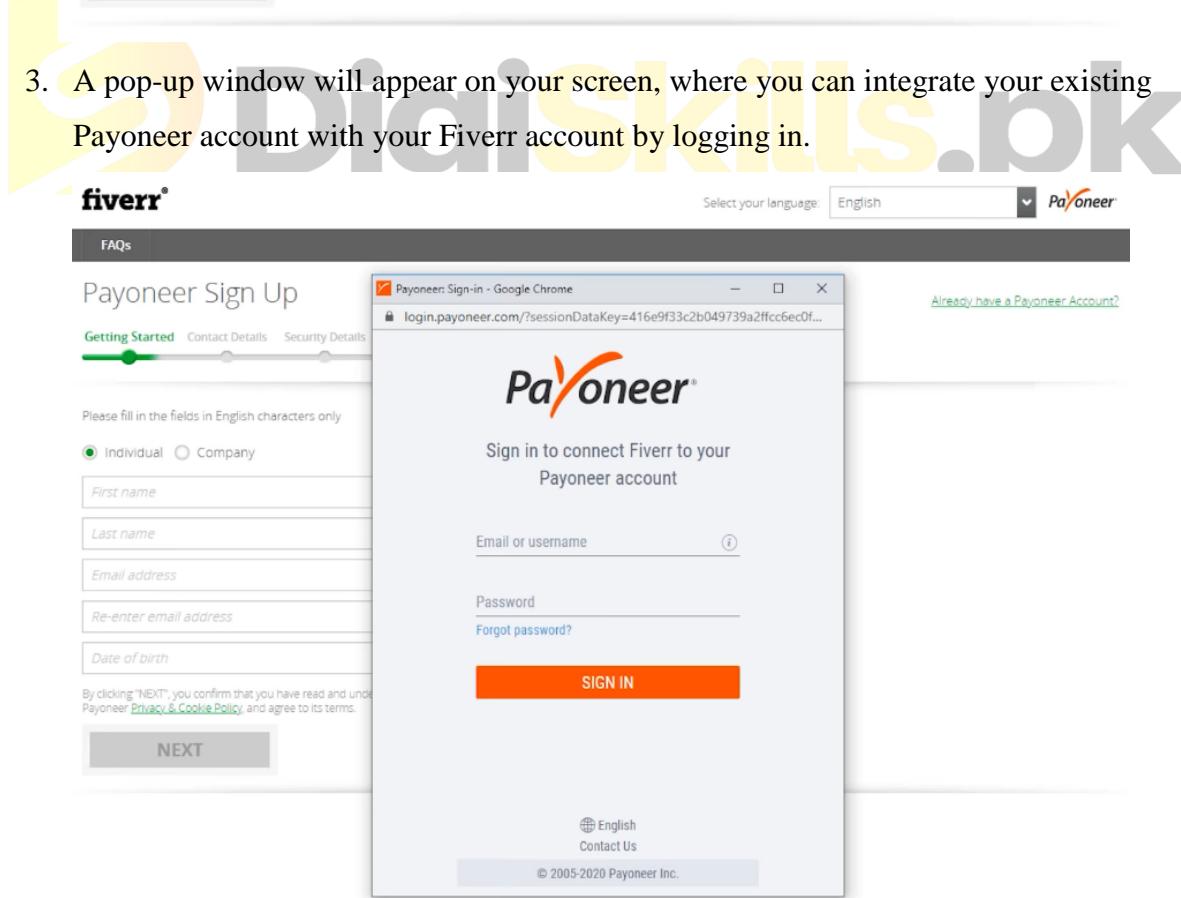
The screenshot shows the Fiverr Earnings page. At the top, there is a navigation bar with links: Dashboard, Messages, Orders, Gigs, Analytics, **Earnings** (which is highlighted with a red box), and Community. Below the navigation bar, the word "Earnings" is displayed in a large, bold font. Underneath, there are three summary boxes: Net Income (\$32), Withdrawn (\$0), and Used for Purchases (\$0). Below these boxes is a "WITHDRAW" button followed by three options: "Paypal Account", "Bank Transfer" (which is highlighted with a red box), and "Fiverr Revenue Card". At the bottom, there are filters for "SHOW": "EVERYTHING", "2020", and "ALL MONTHS".

Note: If you do not have an existing Payoneer account then Fiverr provides you the provision for instant signup.

- To integrate your existing Payoneer account click ‘Already Have a Payoneer Account’ button? Click Here! on your screen.



- A pop-up window will appear on your screen, where you can integrate your existing Payoneer account with your Fiverr account by logging in.



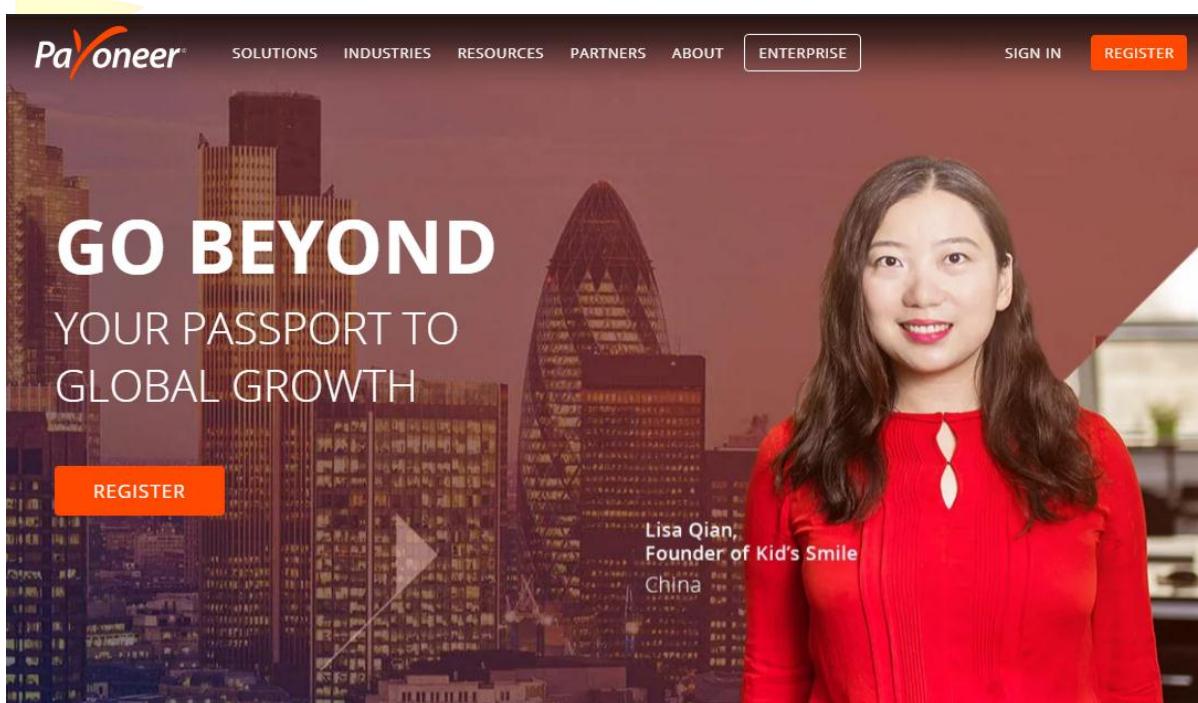
How to create a Payoneer account

Payoneer is a financial services company that provides online money transfer and digital payment services. Account-holders can send and receive funds into their bank account. Freelancers use Payoneer to withdraw their earnings from freelance accounts to Payoneer account and then transfer funds to a local bank account.

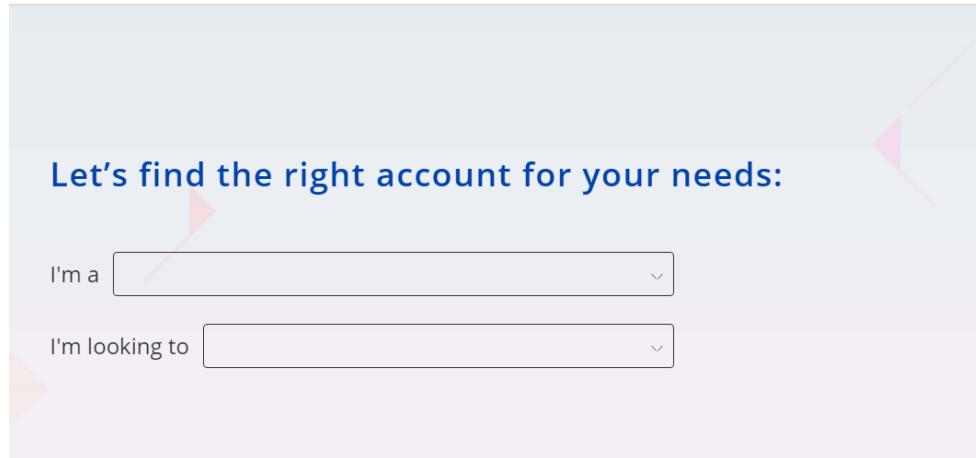
Payoneer is available in over 200 countries including Pakistan, Bangladesh, Philippines, Indonesia, Brazil, Australia, United States, UK, Canada, and across Europe and Africa.

To create an account on Payoneer, follow the below steps.

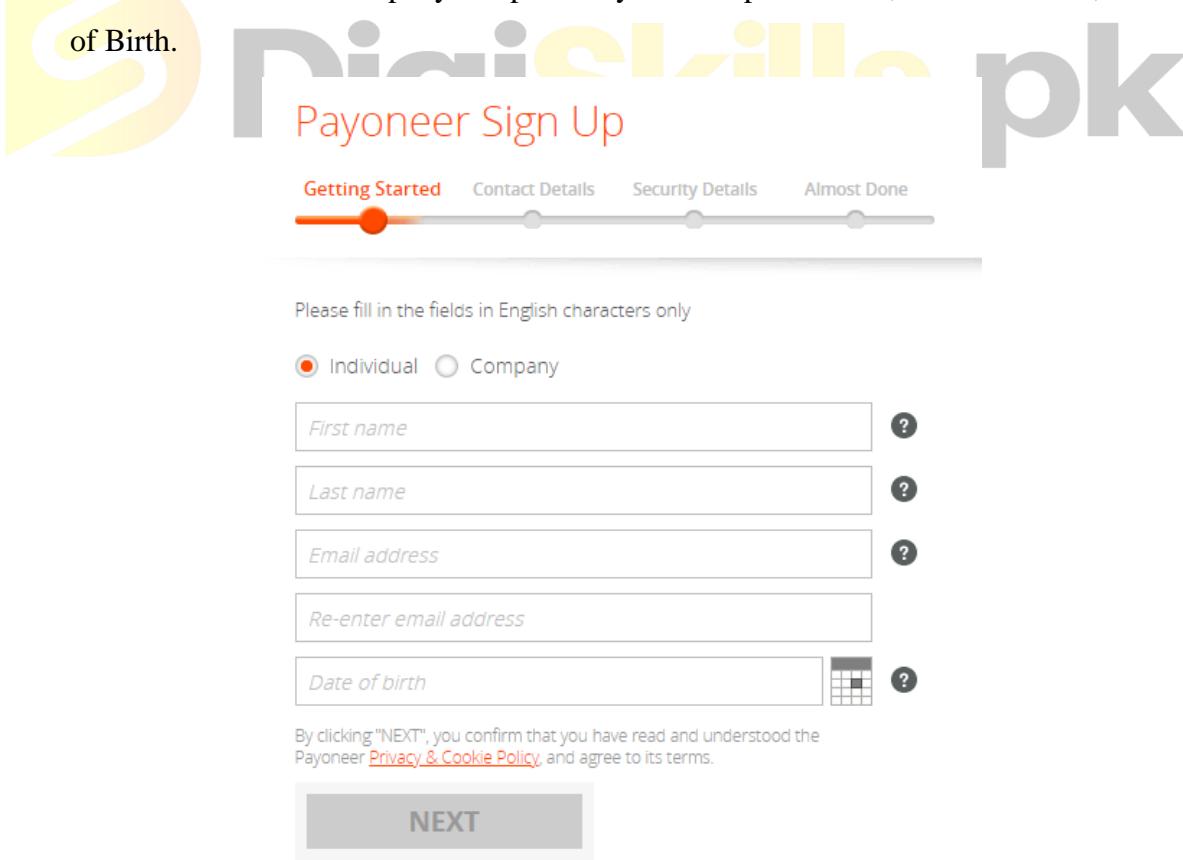
1. Visit <https://www.payoneer.com/> and click on ‘Register’ button.



2. Select your field from the drop-down menu available in front of 'I'm a', It will help Payoneer to find the right account for your needs and monthly earnings.

3. In the Getting Started section, you will need to choose whether you want to join Payoneer as an individual or a company and provide your Complete Name, Email Address, and Date of Birth.



4. In the Contact Details section, you will provide your Country, Address, City/Town, Zip Code, and Telephone Number details. Payoneer will send you a verification code on your mobile number in order to verify your contact details.

Payoneer Sign Up

Getting Started **Contact Details** Security Details Almost Done

Please fill in the fields in English characters only

Country: Pakistan

Address line 1

Address line 2 (optional)

City/Town

Postal/ZIP code

Mobile number: +92

Verification code

Send code

NEXT



5. In the Security Details section, you will set your Username, Password, Security Question, and provide details about Issuing Country of ID & ID Type.



.pk

Payoneer Sign Up



Please fill in the fields in English characters only

Username _____
hisham.sarwar20@gmail.com

Enter password _____



Re-enter password _____

Security question _____



Security answer _____



Issuing country of ID _____

Pakistan

ID Type _____
National ID



ID Number

Please enter the code below



NEXT

6. In the final section, you need to provide your bank details such as Bank Country, Currency, Bank Name, Account title, and IBAN to integrate your bank account with Payoneer. Make sure to check both boxes to get agree with the terms and policies of Payoneer before submitting your application.

Payoneer Sign Up

Getting Started Contact Details Security Details **Almost Done**

Please provide your bank details. This will let you receive funds to your bank account. You'll later have the option to order a Payoneer Prepaid Card, if eligible. [Learn more](#)

Personal account Company account

Bank Country

Currency

[Click Here](#) for bank account registration guide

Bank Name

Account Name

IBAN

ok

I agree to the [Terms and Conditions](#) and [Privacy & Cookie Policy](#).

I agree to the [Pricing and Fees](#)

Once you will submit your application, you will get a message from Payoneer about the application review process.

Congratulations!

Your Payoneer account application has been submitted successfully and is now being reviewed.



Want a Payoneer Prepaid Mastercard? [Learn how](#) to order one.

You're now in step 2 of the application process.

1. Application > Completed!

Your application has been successfully submitted.

2. Review > In Process

You will receive an e-mail confirmation within the next several business days, once your application has been reviewed.

3. Receive Payments

Once your application is approved, you will receive an e-mail confirmation and can begin receiving payments to your account!



Payoneer usually takes 3 to 5 business days to review and approve your application. You will receive an email confirmation from Payoneer, once your application will be reviewed.

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Disputes

A freelancer should contact customer support if he/she is facing any of the following issue:

- Any account related issue
- In case of any dispute with the client
- If the client is exploiting the freelancer by demanding more work in the current project.
- If the freelancer is unable to understand any feature, for example, buyer requests, evaluation criteria, etc.
- If you want to know the terms and policies about a matter, for example, multiple account creation, sharing contact information, etc.

To generate a ticket, go to the following link and click Contact Us button:

<https://sellers.fiverr.com/en/>

You can also read the FAQs to find answers to your questions.

After clicking on contact us button, it will ask you to select a subject related to your issue and the issue you are facing. You can write a message and also upload screenshots to explain the issue.

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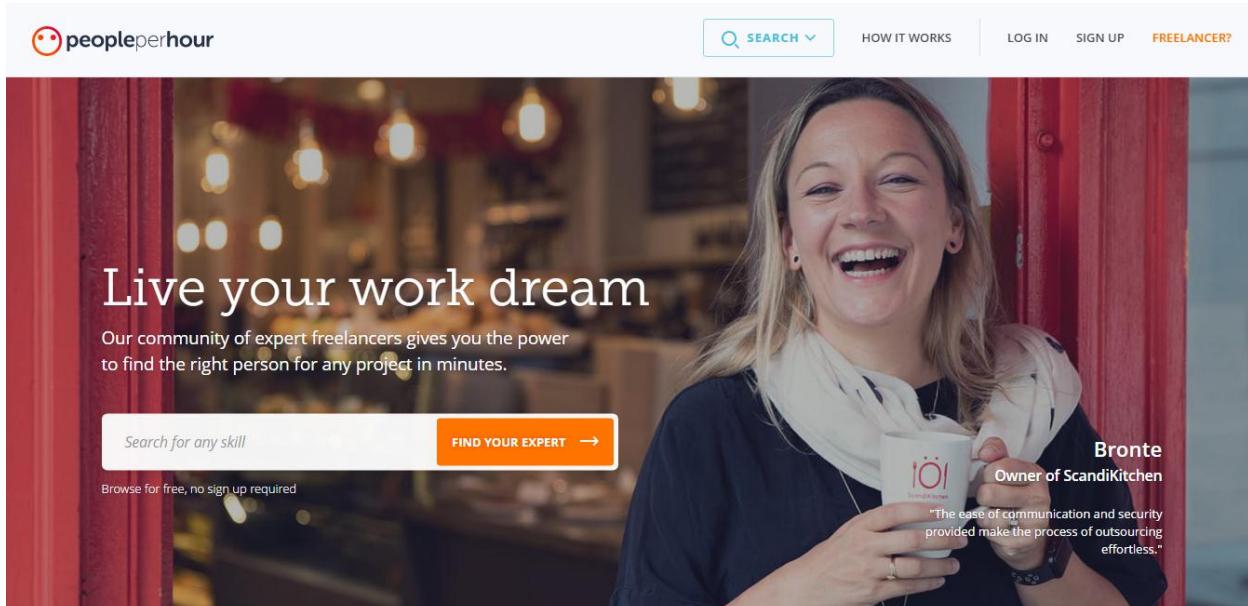
Introduction to PeoplePerHour

PeoplePerHour is one of the emerging freelance platform. This freelance platform has over 1.5 million users. PeoplePerHour allows professionals around the world to find work that are suited to their qualifications. Businesses can find the right person for their project from any place.

PeoplePerHour is free to sign up, but the competition is quite challenging for the beginners. PeoplePerHour's team meticulously reviews applications of interested freelancers. Talents do not just put up a profile when they sign up—they are assessed to ensure that they are indeed professional workers and quality service provider. This keeps the market's integrity so only the experts are able to conduct business with entrepreneurs.

We will teach you the basic account creation on PeoplePerHour and discuss all the important elements of the profile for better understanding.

1. Visit <https://www.peopleperhour.com/> and click on 'Sign Up' button.



2. Select the account type for account creation. If you want to sign up as a freelancer then choose an option “I want to work as a freelancer”. You can sign up with Facebook or either by entering your email address. Complete your free account setup by giving your information in all required fields and click ‘Sign Up’ button to create an account.

Start living your work dream

What do you want to do? (you can edit this later)

I WANT TO
WORK AS A FREELANCER

I WANT TO
HIRE A FREELANCER



Hisham

Sarwar

Hisham.sarwar20@gmail.com

pk

Sign Up

Back

By signing up you accept PeoplePerHour's [Terms of Service](#) and [Privacy Policy](#). This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

3. The CEO of PeoplePerHour will send you a verification email on your email address, you will require to open your email address and click on ‘Complete Application’ button to complete email verification procedure and continue completing your profile.

Hisham, a very warm welcome to the PeoplePerHour family!

Hey Hisham,

My name is Xenios, I am the founder and CEO of PeoplePerHour. I'm writing to thank you for signing up to join our community and encourage you to complete your application to sell on PeoplePerHour right away. Before we start, you'll need to verify your account by [clicking here](#).

PeoplePerHour prides itself on being home to the highest quality pool of freelance talent online which is why new Freelancers need to submit an application in order to start selling. A thorough and dynamic application helps us send you the most relevant projects for your skill set and expertise.

Please log in to PeoplePerHour now to complete your application and our team will look forward to receiving it. Need help? If our comprehensive Help pages don't answer your questions follow the link to Contact Us and one of our Customer Support Ninjas will personally help you.

COMPLETE APPLICATION



Warm regards,
Xenios

Founder & CEO
Twitter: [@xenios](#)



Once you join the PeoplePerHour site as a freelancer, you will be prompted to complete an application process in order to start selling. This process entails 5 steps that require specific information in order for PPH moderation team to approve the user account and have it go live on the site. This will improve the overall site for both buyers and freelancers in providing for a better and more quality website for all our users.

The applications are screened within 3 business days and freelancers that get their application approved can start sending Proposals to Jobs and posting Offers. To complete your application for approval, you will have to fulfil the following information to proceed:

- Tell Us About You
- Select Your Skills
- Add References
- Set Your On-Site Preferences
- Personalise Your Application

Tell Us About You

In the first step you will require to feed your basic information such as account type, phone details, per hour rate, profile picture and your description, etc.

Make sure to provide a genuine profile picture. Pictures such as illustrated pictures of you, your logo design, cartooned pictures or fake ones will be rejected by PPH Moderation team. The portfolio option allows you to upload samples of your work for potential buyers to see. Please note that PPH do not encourage any contact details in the portfolio and hence it is suggested to remove the contact details from the samples / CV that you may upload.

1 Tell Us About You

[Edit](#)
DO YOU REPRESENT A COMPANY? 

- NO
 YES 

JOB TITLE
eg. Web Developer
PHONE

PER HOUR RATE

£  6

COVER IMAGE(Recommended)

Drop files here or [Browse](#)
to add attachments 

PROFILE PICTURE

Drop files here or [Browse](#)
to add attachments 

ABOUT YOU
Introduce Buyers to your skills, talents, and expertise
PORTFOLIO(OPTIONAL)

Drop files here or [Browse](#)
to add attachments

[Embed](#)
from other sites 

CONTINUE

Select Your Skills

PeoplePerHour has offered a wide range of standardized skills for freelancers to work with. It may quickly help potential buyers identify your strengths and connect you with relevant projects. You can add 3 skills and main areas of expertise as your primary skillsets and 12 skills as your secondary skillsets. It is suggested to use small case characters to add your Skills.

Remember: The more you add, the better it is to get work!

2 Select Your Skills

TELL US YOUR TOP SKILLS AND MAIN AREAS OF EXPERTISE(MAX 3)

Type here to add...

LIST OTHER SKILLS YOU MAY HAVE(MAX 12)

Type here to add...

Can't find a skill? [Contact us](#) to add it.

LANGUAGE SKILLS

Click to add language...



INDUSTRY EXPERTISE(MAX 5)

NOTHING SELECTED



 SUBMIT DOCUMENTS THAT DEMONSTRATE YOU HAVE THESE SKILLS(EG. CV, CERTIFICATIONS, COMPLETED COURSES) 

Drop files here or [Browse](#)
to add attachments

CONTINUE

Add References

Here you can link your websites, Facebook or Linkedin Accounts that also show the previous work that has been completed by you. It's another chance to prove your workability.

3 Add References

CONNECT YOUR SOCIAL ACCOUNTS(HIGHLY RECOMMENDED)

 Connect...

 Connect...

 ADD EXTERNAL SITES OR BLOGS, WITH YOUR PORTFOLIO, REVIEWS OR OTHER RELEVANT MATERIAL



www.



www.



www.

+ Add another URL



CONTINUE

Set Your On-Site Preferences

While being a Freelancer under PPH, you can both work remotely and on-site. Make sure to select the option that suits you better. Adding your postal code is mandatory in order for PPH to select the best jobs for you.

4 Set Your On-site Preferences

NOTIFY ME ABOUT



- REMOTE AS WELL AS ON-SITE WORK
 REMOTE WORK ONLY

HOW FAR ARE YOU WILLING TO TRAVEL? (IN MILES)

20

CONTINUE

Personalize Your Application

The more details you can add the better regarding what you can offer your Buyers!

5 Personalise Your Application

Demonstrate how you can deliver online work based on your past experience and work and why should Buyers trust you

SUBMIT APPLICATION

You can pay for your application to be Fast-Track and be approved within 24 hours. (the price will show to your relevant currency)



You're almost there

How would you like your application to be processed?



FAST TRACK (1 working day)

Get your application approved within 1 working day! Once purchased, the Fast Track service will be applicable to any document approval process with PPH.

\$13



BASIC (7 working days approximately)

Get your application approved and your documents verified within approximately 7 working days depending on the volume of applicants.
With every change to your application, you re-enter the queue

FREE

PROCEED

Your application will be reviewed thoroughly and you will be alerted via email within approximately 7 days depending on the volume of applicants.



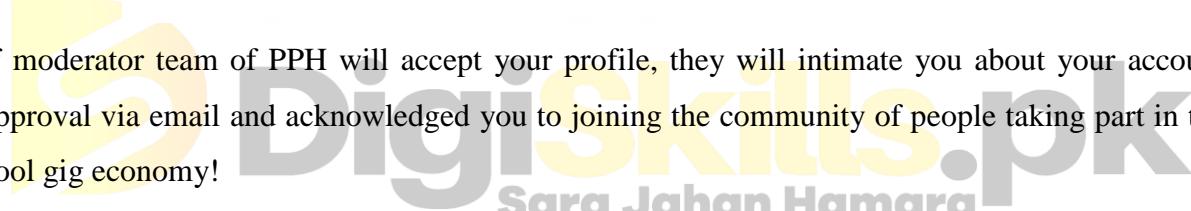
Your application is under review!

Your application will be reviewed thoroughly and you will be alerted via email within approximately 7 days depending on volume of applicants.

You can also choose the **Fast Track** option and get your application approved within 24hrs!

FAST TRACK

If moderator team of PPH will accept your profile, they will intimate you about your account approval via email and acknowledged you to joining the community of people taking part in the cool gig economy!



Tips to get started on PeoplePerHour

PPH provides an infrastructure for their users but getting a customer is your job, so you have to be proactive. We will share a few tips to get started on PeoplePerHour.

Feature profile

Feature profile option is available at PPH to help you promote your Profile and expand your customer base to drive your sales to the next level! You can feature your Profile and appear in the first 3 slots in Freelancer Listings for each one of your skills.

Post an Offer

An offer is a package that include the details of the service that a seller wants to provide to the prospective client. Usually, buyers visit search the offer through the PPH's search engine and buy the services according to their needs.

Offers is not just for "traditional" services such as proofreading or designing logos. You can offer anything you like teach cake decorating or self-defence, etc.

To post an offer you need to click on Post an Offer on the header and you shall be redirected to Post an Offer page.

- Add a detailed and clear description outlining exactly what the Buyer will receive.
- Don't forget in your description to really sell yourself and highlight your USP (unique selling point). Make it clear to Buyers what is special about your service, for example, your expertise/experience (and make sure your profile is up to date), your customer service etc.
- Upload some good quality, original (avoid stock images) and appropriate images that visually enhance your Offer and illustrates at a glance what service you are offering (where possible use examples of your previous work) and adheres to PPH's Offers posting policies.
- Make sure to specify the maximum number of days you would be able to deliver your Offers service within, once you have received your Buyer's requirements so that buyers have clear expectations when they purchase your Offer.
-

- When you set your price bear in mind that it must be a fixed price (not per hour) for the delivery of the service and should be inclusive of any tax/ VAT applicable to you. This price is the total amount that the Buyer will pay for your Offer service upfront as a deposit in Escrow, and when you have delivered your service and raised an invoice the Buyer will confirm releasing this money to you.

Send Proposals

At the beginning of every month all users are given 15 Proposal credits completely free. For every Proposal sent (unless you are the very first Proposal for a particular Job), 1 credit is used up even if the Buyer does not accept your Proposal.

If you cancel a Proposal with a particular Buyer (for example because something is incorrect or you agree a slightly changed scope) and re-submit a new Proposal to the same Buyer in the same WorkStream it will not use up another credit.

Irrespective of how many credits you used up the previous month (whether 0, 1, 15, or anything in between) you will start the next month with an allocation of 15 credits again.

It's important that you spend time putting together a good Proposal. It doesn't have to belong, but it needs to fully address the needs of the buyer. Begin by identifying the key specifics of the project:

- Deliverables
- Time frame
- Skills required

Get Endorsed

The endorsements feature is a great way to boost your profile by enabling you to get your happy clients from the offline world (or even ex-colleagues or bosses) to recommend you. This feature is particularly useful if you are a new freelancer on PPH that hasn't yet won any work enabling you to add credibility to your profile.

Endorsements will not affect your feedback rating but they will help you win more work by:

- Offering an important source of additional information for potential Buyers reviewing your profile.
- Making your profile stand out more to Buyers in the search results because the number of endorsements you have will be displayed.

And the more endorsements you have, you will appear in the "Top Endorsers" rankings, plus gain a Top Endorsed badge for your profile if you have 5 or more endorsements.

Share Your Profile

Sharing your profile and offers at social media platforms is a great opportunity to expand your clientage.

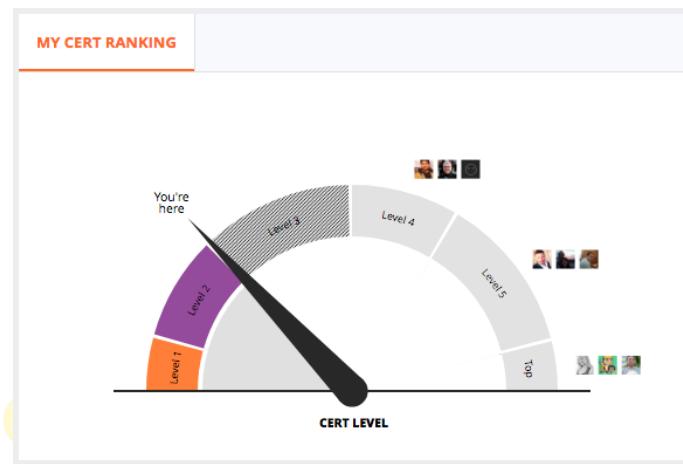


Understanding CERT

CERT is the official ranking algorithm of PeoplePerHour. PPH uses CERT to reward highly-qualified freelancers so that they will be highlighted and get more clientage. The higher the quality work you do, the more reward you get, and the higher your CERT level. There are several factors that PeoplePerHour takes into account when awarding CERT.

This includes:

- Skillset
- Quality of work
- Number of jobs completed
- Professional ability
- Response time
- Reliability
- Track record



CERT is a continuous score that works in the background. However, to make it easier for people to understand, PPH have broken it down into levels. Freelancers get a badge on their profile to reveal their CERT level.

CERT 1: You can get here without earnings by showing you are a promising prospect.

CERT 2 & 3: You must have earnings through the site.

CERT 4-5: You must have continued earnings, plus a high-quality score.

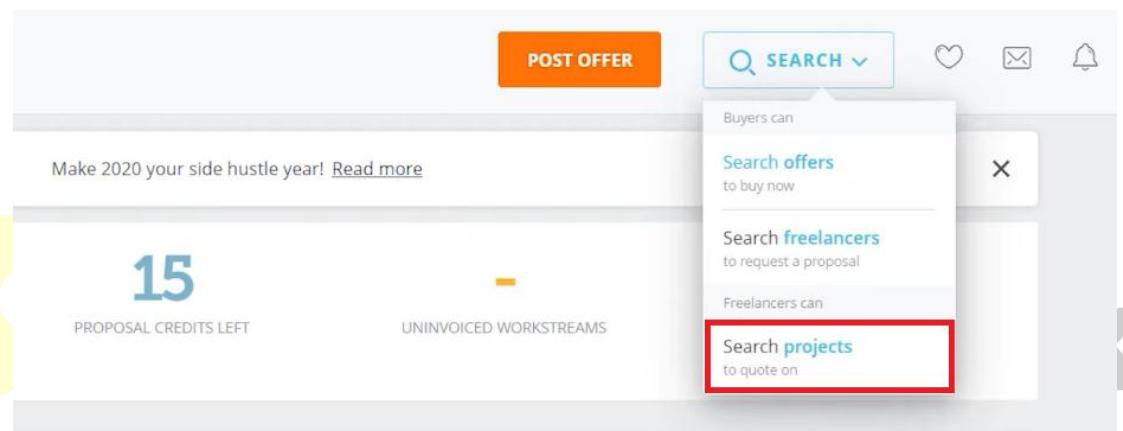
TOP CERT: Limited to the top CERT scored for the last 30 days rolling.

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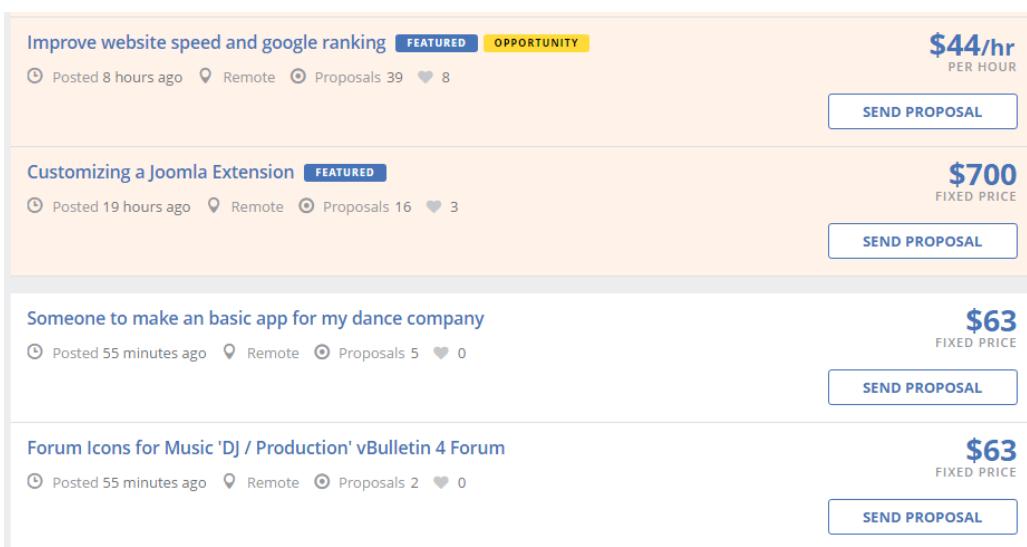
Requesting Milestones and Raising Invoice

As discussed earlier, PeoplePerHour provides 15 proposal credits to their sellers completely free at the beginning of each month. To search the projects and submit your proposal, follow the steps given below:

1. Click on Search button available on the top menu bar and click the option Search Projects to view the projects related to your skillset.



You will be redirected to another page, where you can see a list of recent projects relevant to your skillset.

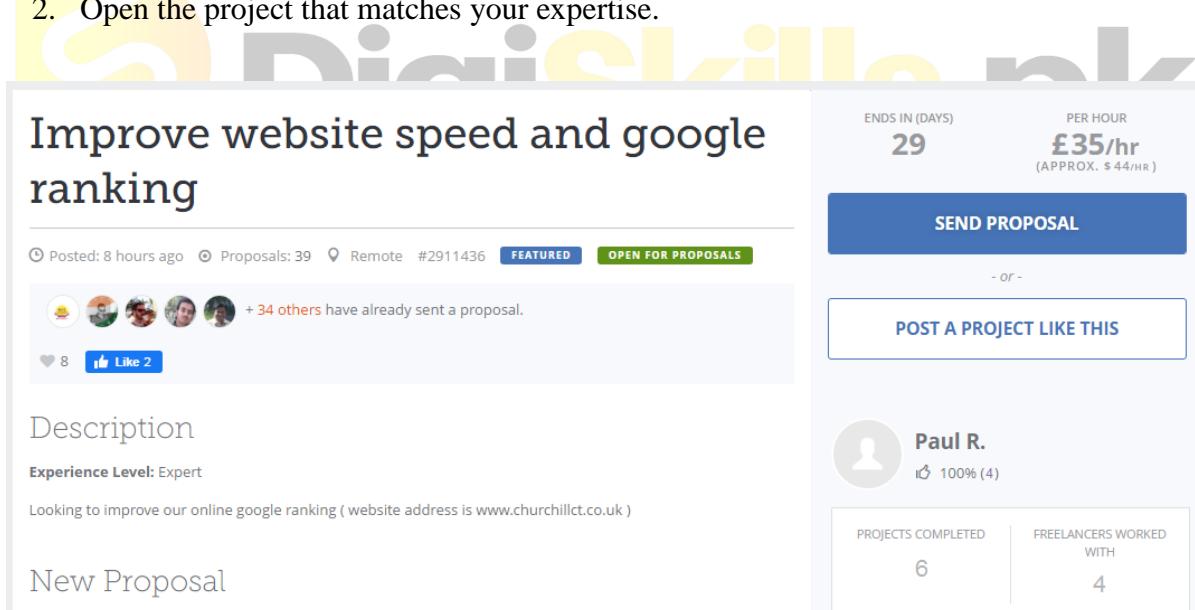


Project Description	Posted	Location	Proposals	Price	Action
Improve website speed and google ranking	8 hours ago	Remote	39	\$44/hr PER HOUR	SEND PROPOSAL
Customizing a Joomla Extension	19 hours ago	Remote	16	\$700 FIXED PRICE	SEND PROPOSAL
Someone to make an basic app for my dance company	55 minutes ago	Remote	5	\$63 FIXED PRICE	SEND PROPOSAL
Forum Icons for Music 'DJ / Production' vBulletin 4 Forum	55 minutes ago	Remote	2	\$63 FIXED PRICE	SEND PROPOSAL

A few projects will have special tags on them. They are discussed below for your reference.

- The Featured Tag means that project has been featured by the buyer at PPH. The featured project will appear right at the top of the list of projects at the Seller's end to get more attention. The feature tag is paid and the purpose of featuring a job post is to find the best sellers in a particular field.
- The Opportunity Tag is based on the historical data that PPH predicts by the buyer's hiring rate regarding his posted project and any follow-on project. Although their predictive model is not 100% accurate, so they do not provide any guarantee.
- The Pre-Funded Tag means the buyer has placed a deposit for a particular project which shows that he is serious about awarding the project.
- The Urgent Tag means the buyer wants his project done on an urgent basis.

2. Open the project that matches your expertise.



Improve website speed and google ranking

Posted: 8 hours ago | Proposals: 39 | Remote | #2911436 | **FEATURED** | OPEN FOR PROPOSALS

ENDS IN (DAYS) **29** PER HOUR **£35/hr**
(APPROX. \$44/Hr)

SEND PROPOSAL

- 0/-

POST A PROJECT LIKE THIS

Paul R. 100% (4)

PROJECTS COMPLETED: 6 | FREELANCERS WORKED WITH: 4

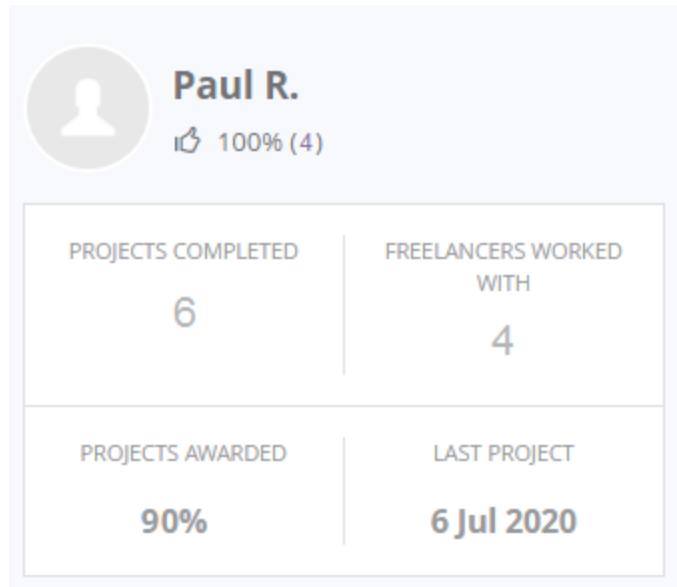
Description

Experience Level: Expert

Looking to improve our online google ranking (website address is www.churchillct.co.uk)

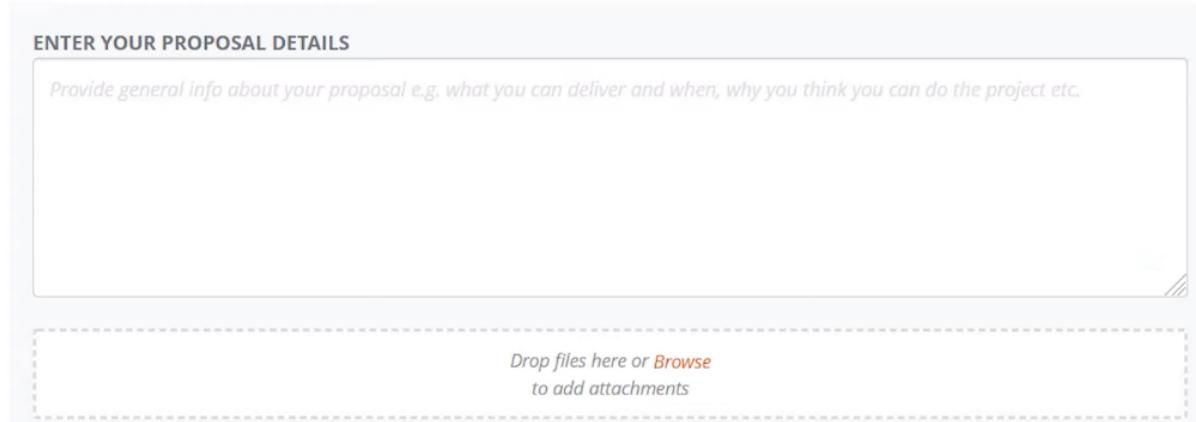
New Proposal

- Check the About the Employer section to verify the employer, check for the completed projects, reviews and payment method.



- Write the bid amount, timeframe, and your proposal details. You will have the provision to attach external files with your proposal as well.

New Proposal



The figure shows a 'New Proposal' form. At the top, there is a section titled 'ENTER YOUR PROPOSAL DETAILS' with a placeholder text: 'Provide general info about your proposal e.g. what you can deliver and when, why you think you can do the project etc.'. Below this is a dashed rectangular area with the text 'Drop files here or [Browse](#) to add attachments'.

5. You can add Proposal Breakdown in a particular project. Proposal Breakdown is the segmentation of deliverables and payments of the project. Proposal Breakdowns are used to break up a larger project into defined steps, deliverables, or payments that you and your client have arranged. Defining Proposal Breakdown helps to set clear expectations, prevent miscommunication, and create a natural feedback channel throughout a larger contract's progress.

In Proposal Breakdown, a seller can also request to deposit funds in escrow at the time of initiation of the contract.

Proposal Breakdown

ITEM	AMOUNT <small>?</small>
<input type="text" value="enter description"/>	£ 0.00
+ add new item	TOTAL
	£ 0.00
	YOU'LL EARN <small>?</small>
	£ 0
	DEPOSIT <small>?</small>
	£ 0

Please note that the minimum Service Fee per invoice is £2.50 (excl.VAT). [Read more on PPH Fees](#)

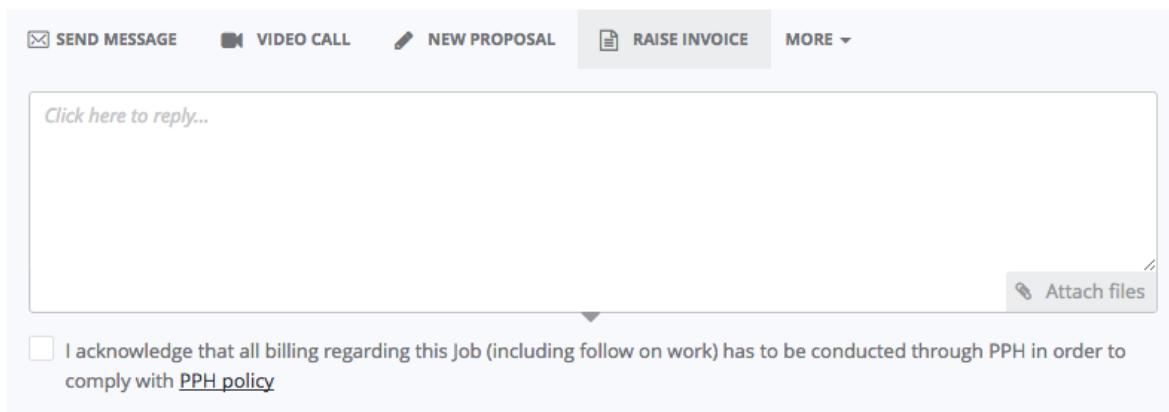
SEND
SEND & FEATURE

6. Click on Send button to submit your proposal.

Raising invoices

Once you have completed the agreed work on the project or offer to receive payment you just need to raise an invoice to ask the Buyer to release the deposit funds from Escrow and pay any remaining balance.

1. Go to the WorkStream with that Buyer.
2. At the bottom, click Raise Invoice.



A couple of points to note:

- You can only raise an invoice in a WorkStream where you have had a proposal accepted by a Buyer. If you missed that step then raise your Proposal to your Buyer first and ask them to accept it.
- If you are raising an invoice for an offer you have delivered please note that you can only raise your invoice for the price of the offer i.e. the agreed purchase price.
- If you haven't already, you will need to fill out your bank details and address under Settings > Payments

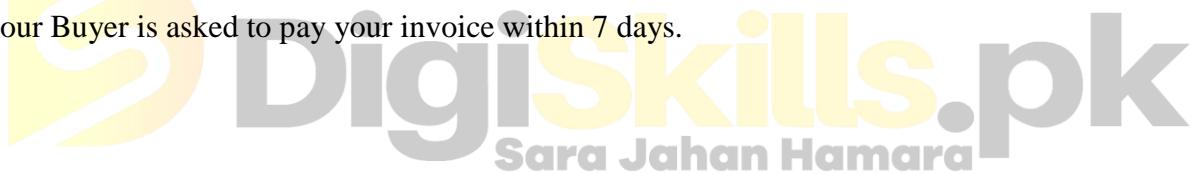
3. Fill out the invoice form and click Send.

New Invoice

Unit	fixed			
DESCRIPTION	QTY	FIXED COST	TIME PERIOD	AMOUNT
<input type="text" value="enter description"/>	<input type="text" value="1"/>	<input type="text" value="€ 0"/>	<input type="text" value="09/02 - 09/02"/>	<input type="text" value="€ 0.00"/>
+ add new item		TOTAL		
		<input type="text" value="€ 0.00"/>		
		INCLUDES TAX <small>?</small>		
		<input type="text" value="0 %"/>		
<input type="checkbox"/> I confirm that I have completed the work related to this invoice and provided it to the buyer in the Workstream. <input type="checkbox"/> Press enter to send SEND				

Your invoice will appear on the WorkStream and your Buyer will be notified by email.

Your Buyer is asked to pay your invoice within 7 days.



Topic No: 94

Identifying the project

If you want to build a great portfolio and a good profile, it is recommended for you to go for freelancing platforms, instead of local or social platforms. According to Forbes, from 2005 to 2015, 94% of the jobs are either freelanced or outsourced. Therefore, creating a profile on any of the freelance marketplace is very important.

There are numerous projects on the freelance marketplaces related to different fields, a freelancer must know how to identify a project that matches his/ her skillset and perfectly fits his/ her expertise. A freelancer on any platform has very limited bids, so it is recommended to utilize them for the appropriate projects.



Topic No: 95

Importance of Understanding Client's Brief

It is very important as a freelancer to go through the client's brief. A freelancer needs to understand the employer's psychology. A brief is a correct depiction of the employer. It helps you understand if the employer is fake or real, also it helps you identify the exact requirements of the employer. A freelancer should keenly look into the brief before bidding for that particular project.



Topic No: 96**Summarizing client's brief**

There are two types of profiles in a freelance marketplace. It depends on the person which option he/she chooses, whether he goes for the basic profile or the premium profile. In basic profile, only a limited number of bids are available per month. It depends on the person how he utilizes those bids. All bids can be used in a single day, in an hour or a whole month. The best way is to use the provided bids effectively, and only bid on those projects which are relevant to the freelancer's skills.

In a paid profile, you submit some monthly fee and get additional services from the platforms. If a freelancer requires additional bids in a given month, the freelancer has the option to buy additional bids by upgrading his package too.

For bidding on the project, it is necessary to understand the project brief first. You are recommended to check:

- ✓ If the client's account is verified
- ✓ Projects completed successfully
- ✓ The budget of the project
- ✓ The number of already submitted bids against a project

After understanding the project if you have any question relevant to the project then ask the employer. If the client answers you, the message board will be opened. You will be able to easily communicate with the client after that.

Topic No: 97

The 7 parts of effective bidding

Bidding is the most important element in the field of freelancing. As a freelancer, no matter how expert you are, you cannot grab a project, if you do not have good communication skills, and your bid is not effective. For attention seeking bid, you need to look into following components:

1. Start with greetings (from simple salutation)
2. Summarize your client's project
3. Introduce yourself to the client (your skill, industries you have worked in and experience)
4. Attach your portfolio link
5. Magic trick up your sleeves
6. Video creation
7. Closing of bid response



Topic No: 98

The beginning of bid response

First of all, read the project's brief.

I'm looking for a creative, fast graphic designer who can design several "quote cards," "memes," and "infographics" for my Instagram and Facebook accounts.

Examples: <https://www.instagram.com/renerodriguez/> and
<https://www.facebook.com/ReneRodriguezOfficial/>

Please review those accounts so you can get a sense of the aesthetic I'm looking for.

I selected \$250 for pay but this will be ongoing work for the right candidate, pay is negotiable.

Thank you.



After understanding the project completely, click on the apply button to submit your bid.

Job Details

★ Featured Job!

PLICANTS	5 BUDGET	EXPOSURE
Notes	Fixed Price	Gurus only
ed	Under \$250	Worldwide

W9 Required for U.S.

Keywords: quote, graphic design, infographics, creative, instagram, memes, ebook advertising

I'm looking for a creative, fast graphic designer who can design several "quote cards," "memes," and "infographics" for my Instagram and Facebook accounts.

Examples: <https://www.instagram.com/renerodriguez/> and <https://www.facebook.com/ReneRodriguezOfficial/>

Apply Now!

How well you match this job is determined by the contents of your profile. The more keyword-rich services and work collections you have, the better your chances!

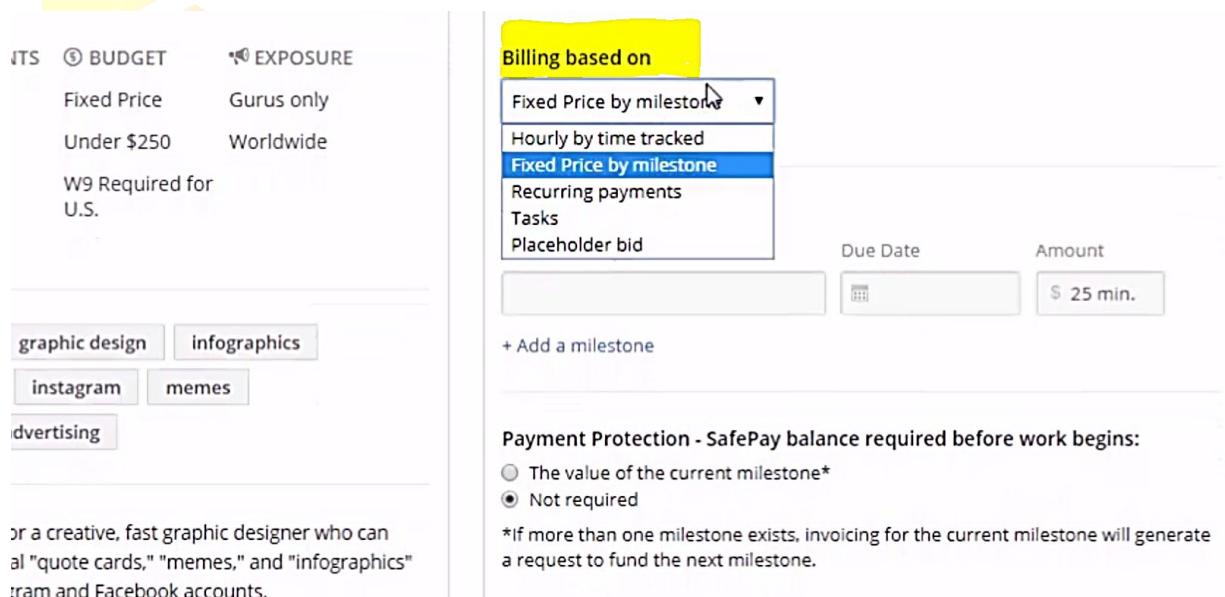
Apply

 Rene R 
United States

Paid	\$100
Feedback	 100%
Unpaid Invoices	0

The billing process is based on the nature of the project and your choice on how you want to receive the payments.

- If you want to get paid on hourly basis then select Hourly by time tracked. Hourly is a full-featured mobile time tracking app that lets your employers track hours, projects and tasks.
- If you want to divide the work in chunks and receive the payment for each chunk when it is done, then go for Fixed price by milestone. The client can release a milestone payment after you've completed a part of their work and they are satisfied with the work.
- If you want to receive the payments on weekly, monthly or quarterly basis, then go for Recurring payments.
- If you want to receive the payments based on tasks, that is when the task is completed, then select the options Tasks.
- A Placeholder bid is a bid that doesn't list a price or any terms. It is best to use a placeholder if you're unsure of the price and requirements.



The screenshot shows a user interface for setting up a bid. On the left, there's a sidebar with 'ITS' and 'BUDGET' sections, and a list of services: graphic design, infographics, instagram, memes, advertising. Below this is a note about quote cards, memes, and infographics. On the right, the main area has a 'Billing based on' dropdown menu open, showing options: Fixed Price by milestone (selected), Hourly by time tracked, Recurring payments, Tasks, and Placeholder bid. To the right of the menu are fields for 'Due Date' and 'Amount' (\$ 25 min.). At the bottom, there's a note about SafePay balance required before work begins, with two radio button options: 'The value of the current milestone*' (selected) and 'Not required'. A note at the bottom states: '*If more than one milestone exists, invoicing for the current milestone will generate a request to fund the next milestone.'

Appropriate beginning of the bid is important because it sets the tone for the rest of the bid. So, do not start with good morning or good evening, because of the time difference.

Scope of Work

Greetings Rene,

|

B *I* U

 Attach Work

9985 characters left

Automatically accept if hired before:



Topic No: 99

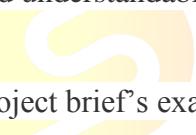
Client's project summary

The beginning is very important, and it is the first step of a bid. If the beginning of the proposal is strong and attractive, then the entire bid becomes effective and grabs the attention of an employer. It compels the employer to go through the entire bid. The first impression is the last impression; the key rule that works. It is crucial to begin your bid proposal with eye-catching words.

After beginning, the next section of your bid is to summarize the employer's project brief. The purpose of writing it, is to express your knowledge, and understanding the project's requirement. It makes the client believe that his/ her project brief has been read thoroughly, all the requirements have been understood, summarized and rephrased by the freelancer in the bid.

It does not mean to copy and paste the original project brief by any means. It must be short, precise and understandable.

Project brief's example:

**DigiSkills.pk**

I'm looking for a creative, fast graphic designer who can design several "quote cards," "memes," and "infographics" for my Instagram and Facebook accounts.

Project Summary's example:

Greetings,

I understand you are looking for a fast, responsive graphic designer to design FB, Instagram quote cards.

Topic No: 100

Introducing yourself (skill, industry and experience)

After rephrasing the brief of client's project and including it in your bid, the next step should be the introduction of a freelancer. It is the third key of the effective bid. It should be written precisely and effectively. The introduction should include everything about the freelancer's career like his/her skills, experience and industry he/she has worked in. Freelancer must elaborate his/her work experience and duration that for how many years he/she has been providing the services in that skill. The portfolio must resonate with his/her work experience. It will be a significant addition in the bid, if a freelancer mentions any similar job(s) done in the past. Mention your portfolio link. It will help the clients to view all your work samples and completed projects. After salutations and rephrasing of project brief, mentioning about skillset, industry, and experience will make your bid much more effective and attractive for the client.



Topic No: 101**Presenting portfolio**

The fourth part of the bid is about your portfolio presentation. Imagine a visitor that visits a shop and finds nothing on the front showcase; he/she will move on to the next shop. A freelancer's online portfolio is just like the front showcase of a shop. For a newbie, time should be utilized carefully to create a free portfolio. It is an investment towards goal.

Successful freelancers have different opinions when it comes to the length of a portfolio. Some suggest that a complete portfolio should be presented to the employer, while others recommend presenting some specific work samples related to the project.

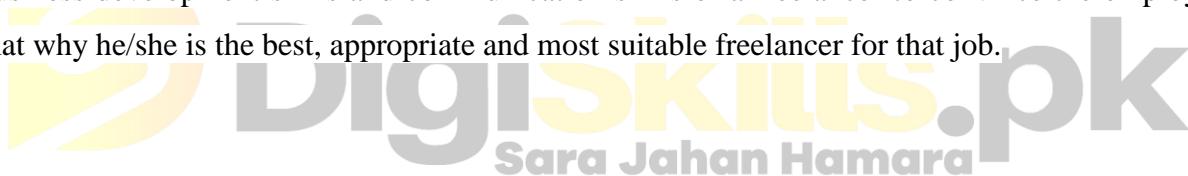
Another opinion is just to show the link of a website that showcase the portfolio of a freelancer in any niche. It is preferred to go with this option because it has an additional advantage of branding the personal website of a freelancer.



Topic No: 102**Magic trick up your sleeves (surprise)**

In this section of the bidding proposal, a freelancer mentions the most meaningful things to grab the attention of the employer. Here the freelancer should come up with something that compels the employer to think about the bidding proposal twice. Initially on freelancing market every freelancer had an option to message the employer personally. With the passage of time, the influx of freelancers has increased, so, to avoid inconvenience of the clients, only the clients have access to initiate the PMB on all freelance platforms.

There must be some magic trick up your sleeves to convince the employer. One way to accomplish is to offer a free mockup in the proposal. Another way is to ask a question about the project that convinces the employer to initiate the PMB. Once he/she opens the PMB, it depends on the business development skills and communication skills of a freelancer to convince the employer that why he/she is the best, appropriate and most suitable freelancer for that job.



Topic No: 103**Free mockup**

A freelancer can apply magic tricks in the bid proposal in different ways. One of them is to offer free mockup to the employer. It may sound difficult for the freelancer initially, but hard work can do wonders. By offering free mock-up to the employer, the freelancer actually shows a good gesture and assures that why he/she is the right choice. For a new freelancer this step has more significance. In this tough competition, everything must be brought into consideration to outrun all the competitor and to achieve triumph.

When an employer will see the offer of free mockup, he/she will get two kinds of thoughts; one perception of a freelancer will be of a risk taker. The other will be of an immature person ready to provide anything in order to get some work. Whichever shall be the case, the employer will definitely like to respond. There is no harm in giving a chance to the freelancer for free.



Topic No: 104**Asking a question**

Another important step is asking a question to the employer. If a question is asked by a freelancer in his bid proposal, then the employer is inclined and willing to answer it. When an employer will answer the question the PMB will be opened and the business development skills of the freelancer will help him get the project.

Asking a question is very vital because it gives the employer an impression that you have thoroughly gone through his project brief and you are a dedicated freelancer. It is considered a great point from employer's point of view.



Topic No: 105**Co-relating with similar work done in the past**

A freelancer can co-relate his bid proposal with a similar work done in the past. The reference and detail about a similar job can be included in the bid proposal. This will have a positive impact on the employer. He will get to know about the efficiency of the freelancer and his/her ability to understand the project brief, command over his/her skillset and time management skills required to deliver a project successfully. The employer will come to know that if the freelancer can provide quality work or not.

When an employer will navigate to the link and find the work that is similar to his/her work, he will be satisfied and have enough faith in that freelancer to assign that particular project to him/her. A freelancer should write to the point summary of the similar work done in the past in the bid proposal. Prolonging this portion unnecessarily will never be helpful for a freelancer.



Topic No: 106**Special offer**

Including a special offer in your bid is another important part of effective bidding. After presenting free mockup, asking questions and providing your relevant work samples, the next thing is including a special offer. Everyone notices the slogan of sale when he/she visits marketplace on some special occasion. The special offer is availability of services for 24/7 or special price discount.

This is an unconventional approach. It is the part of an ongoing process that inclines the employer to open the PMB and ask back questions from the freelancer. Special offer reflects the willingness of the freelancer to work on that project. At the same time, a freelancer should not go below the standards and he/she should avoid the begging attitude. Communication should be on equal terms. Begging attitude will not be fruitful. The special offer is something special that helps a freelancer standout among his/her competitors.

Prolonging this portion unnecessarily will never be helpful for a freelancer.

Topic No: 107

Video creation

Video creation is one of the magical approaches that will help a freelancer to get a response from an employer. The video should include a brief summary of the whole information that is mentioned in the bid proposal.

Video recording is the most effective and unique part of a bid because it shows the communication skills of the freelancer. Regardless of the nationality and origin of the freelancer, he/she should have a good command of English language. A freelancer should be fully capable to convey his/her message in an effective way.

Freelancer should take as many retakes as required and upload the video when he/she is finally satisfied with the video. Video can be uploaded on YouTube and its URL can be provided in the bid proposal. A freelancer can select the option of ‘unlisted’. It will ensure the privacy of the video. The video will only be viewed by a person who is provided with the URL. It is recommended to keep your video link in bold to grab the attention of an employer. The ideal video duration should be from 40 to 90 seconds. Following components should be included in the video of the freelancer.

- Introduction
- Experience
- Skills
- Special offer
- Final request