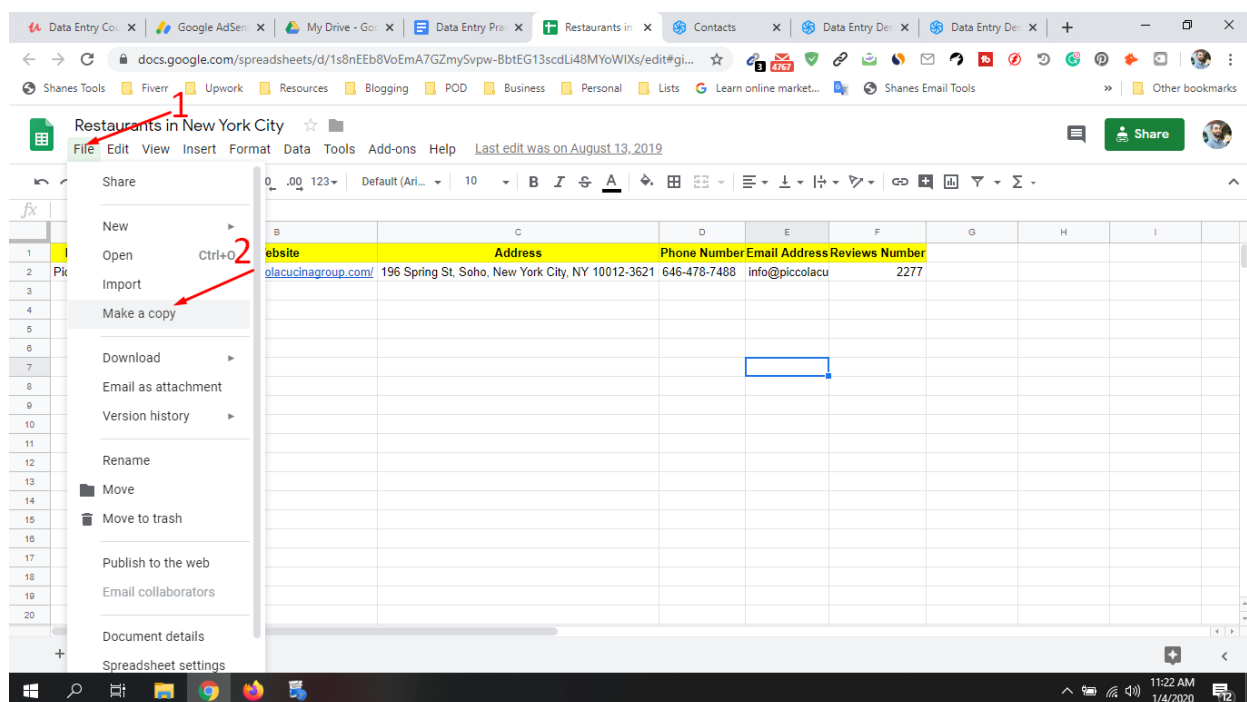




## Data Entry Project Samples by [Azharul Rafy](#)

To get your editable spreadsheet copies, please follow the steps:



If you are a Complete Beginner - Check out my [Data Entry Course on Udemy](#) for a better understanding of the job field and for the tips to start your freelance career as a Freelance Data Entry Service Provider!

Anyways, I have added 5 demo Data Entry projects to help you out and you can use these as your **online portfolio**!

# Demo Project: One

I have 2 Scanned Images or PDF files which I need to have in 2 Microsoft Word documents. Can you please type them out with all the formatting and footer info? And please use Arial font with the size 11.

Please download the files from the links below:

1.

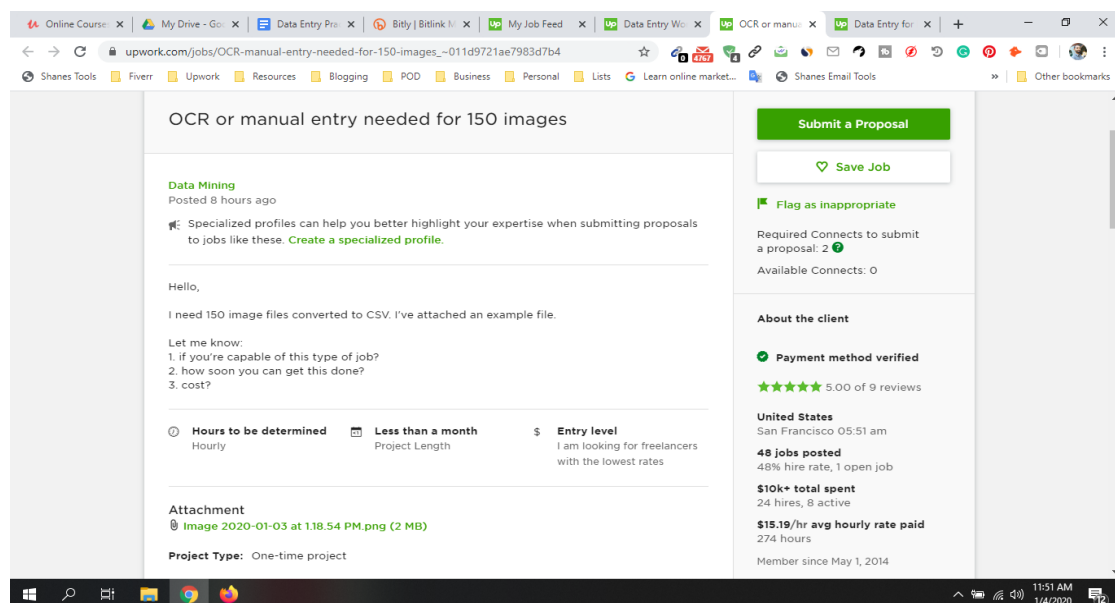
[https://drive.google.com/file/d/1va2ucw\\_I-Oqh8Is0iSiRixXMLgcHDTQI/view?usp=sharing](https://drive.google.com/file/d/1va2ucw_I-Oqh8Is0iSiRixXMLgcHDTQI/view?usp=sharing)

2.

<https://drive.google.com/file/d/1ZRjrhKJnp7e7e7SiyEu4xnNaqSqlX5tD/view?usp=sharing>

Please make sure you're putting all texts, background color, and formatting accurately as they are on the documents.

## *A similar project on Upwork:*



The screenshot shows a web browser window displaying an Upwork job listing. The browser's address bar shows the URL: `upwork.com/jobs/OCR-manual-entry-needed-for-150-images_-011d9721ae7983d7b4`. The job title is "OCR or manual entry needed for 150 images". The job is posted by a user named "Data Mining", who posted it 8 hours ago. The job description includes a greeting, a request for 150 image files converted to CSV, and a list of questions for potential freelancers: "1. if you're capable of this type of job?", "2. how soon you can get this done?", and "3. cost?". The job details section shows "Hours to be determined" (Hourly), "Less than a month" (Project Length), and "Entry level" (I am looking for freelancers with the lowest rates). The attachment section shows an image file named "Image 2020-01-03 at 1.18.54 PM.png (2 MB)". The project type is "One-time project". The right sidebar shows a "Submit a Proposal" button, a "Save Job" button, and a "Flag as inappropriate" button. It also displays the client's information: "United States", "San Francisco 05:51 am", "48 jobs posted", "48% hire rate, 1 open job", "\$10k+ total spent", "24 hires, 8 active", "\$15.19/hr avg hourly rate paid", "274 hours", and "Member since May 1, 2014".

OCR or manual entry needed for 150 images

**Data Mining**  
Posted 8 hours ago

Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile.](#)

Hello,

I need 150 image files converted to CSV. I've attached an example file.

Let me know:

1. if you're capable of this type of job?
2. how soon you can get this done?
3. cost?

**Hours to be determined** Hourly

**Less than a month** Project Length

**Entry level** I am looking for freelancers with the lowest rates

**Attachment**  
Image 2020-01-03 at 1.18.54 PM.png (2 MB)

**Project Type:** One-time project

**Submit a Proposal**

**Save Job**

**Flag as inappropriate**

Required Connects to submit a proposal: 2

Available Connects: 0

**About the client**

**Payment method verified**

★★★★★ 5.00 of 9 reviews

**United States**  
San Francisco 05:51 am

**48 jobs posted**  
48% hire rate, 1 open job

**\$10k+ total spent**  
24 hires, 8 active

**\$15.19/hr avg hourly rate paid**  
274 hours

Member since May 1, 2014

## Demo Project: Two

I have 1 page with some names and contact details to be entered into a spreadsheet. Either an Excel .CSV or .XLSX file will be fine.

I need data entered including Name, Title, Company, Street Address, City, State, ZIP, Phone, Fax, Email, Website. (when information is available on the resource file)

You will find the resource PDF file from the link below:

<https://drive.google.com/file/d/1Fb2ilibgmVX-giN8eYRBx3vdr8qH1OCj/view?usp=sharing>

### *Similar project example on Upwork:*

#### DATA ENTRY NEEDED TO CREATE .xlsx SPREADSHEET

**Data Entry**  
Posted 3 hours ago

🔔 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile.](#)

I have approximately 26 pages with 18 names per page to be entered into a spreadsheet. Either a .csv or .xlsx file will be fine. Approx 475 names. Data entered includes Name, Title, Company, Address1, Address2, City, St, ZIP, Phone, Cell, Email, Website. Page 1 is attached as sample. Need quick turnaround, please. I hope everyone is well.

💰 **\$100**  
Fixed-price

💵 **Intermediate level**  
I am looking for a mix of experience and value

**Attachment**  
📎 [EPC of G CLE.pdf \(452 KB\)](#)

**Project Type:** One-time project

**You will be asked to answer the following questions when submitting a proposal:**  
1. What questions do you have about the project?

[Submit a Proposal](#)

[Save Job](#)

[Flag as inappropriate](#)

**Requires 4 Connects**  
Refunded if client doesn't hire ☐  
Available Connects: 0

**About the client**

✅ Payment method verified

★★★★★ 5.00 of 7 reviews

**United States**  
Westlake 06:36 pm

**10 jobs posted**  
70% hire rate, 1 open job

**\$800+ total spent**  
8 hires, 1 active

**\$7.34/hr avg hourly rate paid**  
49 hours

## Demo Project: Three

Use tripadvisor (<https://www.tripadvisor.com/>) website and find and build a list of 20 Restaurants who are good for meetings in New York City.

We need the following information fields in an Excel File or in a Google Spreadsheet:

1. Restaurant Name
2. Website
3. Address
4. Phone Number
5. Email Address and
6. How many reviews they have.

Here is an example spreadsheet with the formatings:

<https://docs.google.com/spreadsheets/d/1s8nEEb8VoEmA7GZmySvpw-BbtEG13scdLi48MYoWIXs/edit?usp=sharing>

### *Similar project example on Upwork:*

The screenshot shows a web browser window with multiple tabs. The active tab is 'upwork.com/jobs/Online-Research-Data-Entry-for-Completing-Database-Companies\_01284642...'. The job listing is titled 'Online Research + Data Entry for Completing Database of Companies'. It is categorized as 'Data Entry' and was posted 8 hours ago. The description states: 'Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. Create a specialized profile.' Below this, it says: 'We are creating a database of companies within selected industries. We will provide a list of companies in Excel for which we want certain fields completed using LinkedIn and other online data sources.' The budget is listed as '\$300 Fixed-price' and the entry level is 'I am looking for freelancers with the lowest rates'. The project type is 'One-time project'. A note indicates that the applicant will be asked to answer questions when submitting a proposal, with the first question being '1. Why do you think you are a good fit for this particular project?'. On the right side of the job listing, there are buttons for 'Submit a Proposal', 'Save Job', and 'Flag as inappropriate'. Below these, it shows 'Required Connects to submit a proposal: 2' and 'Available Connects: 0'. The client information section shows 'About the client', 'PLUS Upwork Plus Client', 'Payment method not verified', 'United States', '12:56 am', '1 job posted', '0% hire rate, 1 open job', and 'Member since Jan 3, 2020'. The browser's address bar and various extension icons are visible at the top. The Windows taskbar is visible at the bottom.

## Demo Project: Four

Please collect 30 run clubs' names, addresses, and emails from the following website - <https://www.rrca.org/find-a-running-club>.

Enter them into a Google Spreadsheet.

Example Spreadsheet:

<https://docs.google.com/spreadsheets/d/1VR2qwePrOPoFzvZTjKPKrJbble9h4HSuq7JV7XqUPI8/edit?usp=sharing>

### *A similar project on Upwork:*

<h4>Data Entry From Website</h4> <p><b>Data Entry</b> Posted 1 hour ago</p> <p>📢 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. <a href="#">Create a specialized profile.</a></p> <p>Need to get as many emails from different run clubs from this website - <a href="https://www.rrca.org/find-a-running-club">https://www.rrca.org/find-a-running-club</a> - onto a google sheet. Hundreds to thousands of entries possible. Looking for someone who can start asap and due to at an affordable rate. Don't have a ton of budget.</p> <p> <b>\$100</b> Fixed-price</p> <p><b>\$ Entry level</b> I am looking for freelancers with the lowest rates</p> <p><b>Project Type:</b> One-time project</p>	<h4>About the client</h4> <p>✅ <b>Payment method verified</b></p> <p>★★★★★ 4.97 of 4 reviews</p> <p><b>United States</b> Bellmore 09:49 pm</p> <p><b>16 jobs posted</b> 44% hire rate, 2 open jobs</p> <p><b>\$1k+ total spent</b> 7 hires, 0 active</p> <p>Member since Sep 29, 2014</p>
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## Demo Project: Five

I have a list of 50 companies with names and domain addresses in the following spreadsheet:

[https://docs.google.com/spreadsheets/d/1AU0nA\\_p\\_UqUHA87LQS9qbPRlsq0z4ZUruL5PbXJhnns/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1AU0nA_p_UqUHA87LQS9qbPRlsq0z4ZUruL5PbXJhnns/edit?usp=sharing)


I want you to find me the business Address, Phone Number, CEO/Founder/Owner/Partner's name, Title when possible.

For me, it would take only 30 minutes, but let me know your situation and progress.

### *A similar project on Upwork:*

#### Manually find owners of businesses via linkedin

**Data Entry**  
Posted 14 hours ago

 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile.](#)

#### Data Entry Task

I need to hire somebody immediately to take a spreadsheet full of company names, and find the owner / managing director / CEO / highest-position person at the company through Googling the company linkedin profile and copy/pasting the name into a spreadsheet.

We have 403 companies that we need this done for, and I want to hire for this task immediately and have the task completed within 5 hours.


I've created a video instructing how to do the task:

<https://www.dropbox.com/s/4xgf7u9d6775ffs/Finding%20Contacts%20via%20Linkedin.mov?dl=0>

Submit a Proposal


Save Job


Flag as inappropriate

Required Connects to submit a proposal: 2 

Available Connects: 0

About the client

 Payment method verified

 4.93 of 26 reviews

Australia

Melbourne 09:18 am

64 jobs posted

55% hire rate, 2 open jobs

## **NOTE:**

I believe you will find those project examples helpful to understand the Data Entry works available on freelance marketplaces such as - Upwork.com, Freelancer.com, Fiverr.com, and Peopleperhour.com.

If you are a complete beginner - I would suggest you - please try to complete these projects.

Although these are really easy jobs, when you will work, you might find some difficulties, and that will be the time when you will learn a new skill.

**You can use these practice project works as your portfolio.**

Your feedback will be highly appreciated.

Best wishes,  
Azharul Rafy