

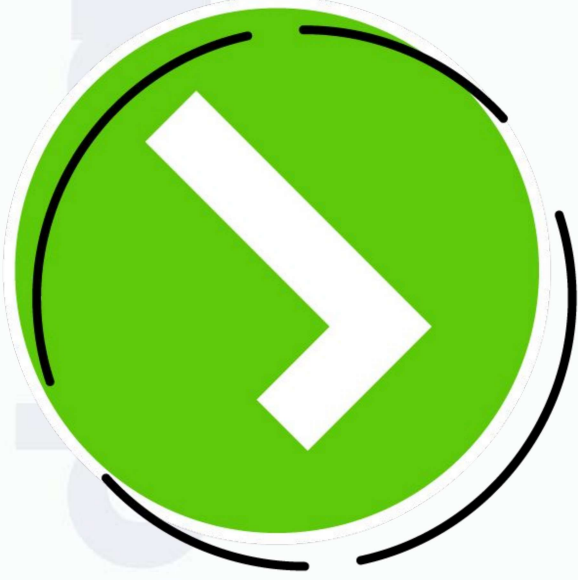
Important Instructions

**Do's at
marketplaces!**

**Don't at
marketplaces!**



“Do’s” at marketplaces!





Do's at Marketplaces!

Send Custom offer/Bidding, inbox message/follow-up message, direct gig purchase.

- Respond to a message within **2~5 minutes (MAXIMUM)** on any revenue channel.
- **NEVER say, I will review and get back to you.**
 - ◆ If the job is doable. Review it and send a custom offer instantly.
 - ◆ Pass it if NOT doable.
- Daily **send 2 high-quality/customized** offers to each and every revenue channel.
- **Send sample** when a client requested or send custom offer with details deliverable.
- You should send follow-up **within 24h-48h** if no order is given after a custom offer is sent. Send Follow-up messages **VERY CAREFULLY** in a Very personalized way.





Do's at Marketplaces!

Send Custom offer/Bidding, inbox message/follow-up message, direct gig purchase.

- Create a work in progress (WIP_Client name) spreadsheet as soon as a client confirms an order, and keep records of the link on the order tracking spreadsheet sheet. Maintain a template with following format:

Ordernumber_clientname_project name.

Example: **FO81020EC0C71_robertdd66_100**

Agents_Realtor_Broker Lists.

The first tab should contain the database as per client request/instruction and keep client instructions on the second tab.

- After the team completes the order, check the work quality before delivery. Make sure to inform the client if there is any issue and you wait for a reply.





Do's at Marketplaces!

Send Custom offer/Bidding, inbox message/follow-up message, direct gig purchase.

- After the team completes the order, check the work quality before delivery. Make sure to inform the client if there is any issue and you wait for a reply.
- After an order is delivered, Save all the files in a Google Drive folder. Make a folder name **"Client Files"**.
- Keep records of client email/phone/Skype in the spreadsheet. Do the research and collect email addresses for each client as soon as he completed the order. We will use these lists to drain clients to bdcalling.com in the future.



“Don’t do” at marketplaces!



Don't at marketplaces!



Understanding how marketplaces warning system/policy works?

- **NEVER login at any account except the permissible PC/IP address.**
- **Multiple accounts** for the same Users/PC/laptop/IP address - direct disable/no warning on Fiverr.
- NEVER do **Non-professional behaviors** with buyers/other users in any marketplace.
- **Don't argue** with clients in any circumstance.
Ex: **Don't fight/engage** with buyers, NEVER use abusive words in your communication.

Don't at marketplaces!



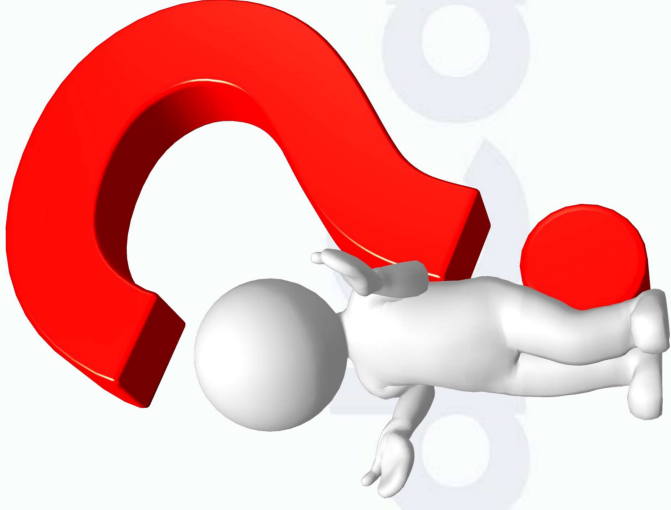
Understanding how marketplaces warning system/policy works?

- **Taking payment outside of Fiverr - taking away clients.**
- Interesting fact: don't try to trick the platform with partial refund.
- Sharing contacts (**Email/Skype/Phone/social media**) with buyers/other users - means taking away clients.
- If there is an indication that you are talking with a client outside of marketplaces then you will get a warning - 2 warnings on the same reason can ban your account.

Don't at marketplaces!

Understanding how marketplaces warning system/policy works?

- **Don't offer services that violate Fiverr/3rd party terms.**
Ex: Social media promotion/selling email lists/fake reviews/fake views/fake signup/offering help with academic assignment etc is violation of policy.
- **Don't send unsolicited messages/spam messages.** Promoting gigs on Fiverr in a non-permitting way is a violation of Fiverr policy. Ex: Sending unsolicited messages and offers through the inbox message. Asking to join groups, requesting for work or help etc is considered a mis-using Fiverr platform.
- Speaking/spreading of negative things about Fiverr on/off Fiverr platforms.
Don't speak/spread negative things even on social media or blog posts.
If you write any blog post or social media post that goes against their terms of services/platforms, they will simply terminate you.



Got any question? Ask me anything!