



## **Setting Up a One Time Project With a Freelancer**

Are you ready to start a one time project with a freelancer, but unsure of how to get it set up?

No shame in that! It's extremely important to do it the most efficient way and we're here to help.

We created this guide for you to make it easier to be on the same page with freelancers while working on projects through the FreeeUp Marketplace. The guide outlines best practices for how you can communicate and stay up to date with each other as you work through the one time project.

These same best practices can also be applied to situations where you are hiring freelancers for ongoing work, but in this guide, we're focused on project based work.

## Best Practices for Working With Freelancers on the FreeeUp Marketplace

Below are a number of best practices and tips for working with freelancers you are hiring through the FreeeUp Marketplace. We highly recommend reading each, thinking how it could apply to your situation, and then using it accordingly.

**Tip #1:** Experts on the FreeeUp network work the same way whether you hire an eBay expert, Amazon expert, or Google Adwords expert. For the first 1 to 2 hours billed, they will meet with you to discuss goals and expectations. They will perform their due diligence, research, and come up with a gameplan that includes hourly estimates going forward. Then you can work with the expert to tweak or approve the game plan. Once the game plan is approved, the expert will get started on execution.

**Tip #2:** Workers offering their services through the FreeeUp marketplace provide estimates to you for the projects they are going to complete. In addition, it is best practice that workers receive approval from you prior to starting on the project. Keep this in mind in your initial discussions about the project.

**Tip #3:** It is best practice for workers to give an update 24-48 hours before a deadline is set so that you know they are on track to hit the deadline. Set up how you want to receive updates during the project so that you are never left in the dark.

**Tip #4:** It is best practice for workers to overestimate their hours. In the rare case that workers realize that they need to go over the estimate, they should tell you halfway through the project and get approval for more hours. They should not finish their estimated hours only to tell you that they need more. You are not responsible to pay for any hours worked without approval.

**Tip #5:** It is best practice for you to: Expect revisions. Even the best workers don't always get it right on the first try.

Clearly lay out the scope and everything included. The more information you provide, the better.

## For Clients

*Read the questions carefully and place your answer below for the freelancer to review and have as a reference when working on your projects.*

1. What is the goal of this project?
2. When is the project due (keep in mind this may change after talking to the worker)?
3. Since you know the worker's rate, what is your expected overall hours to complete?
4. What is the scope of the project? Please explain in detail below.
5. What are the different parts or milestones of the project?
6. What is most important to you in the project?
7. What are your pet peeves of working with someone?
8. Is there anything else the worker should know about the project?

## For Workers

*Carefully read and have the worker answer the questions below about the project that you are potentially hiring them for. Be sure to ask them to be as in depth as possible.*

1. What parts of the scope of the project are not clear?
2. What is your estimated hours (overestimate) for the project?
3. What is the ETA of the project? When can you have the project completed by?
4. What should the client be aware of that they might not know about yet?
5. How many revisions can the client expect?
6. Is there anything else that the client should know?

## The End Result

When utilized properly, this guide can create clear expectations from both sides of the table. When expectations are clear, projects get completed more efficiently and at a higher level. Take the extra 15 minutes to create this document together so that your working relationship is clearly defined and there are no surprises during the project.