

### **What is Freelancer? □□□□**

Freelancer is a "ONE STOP" freelance marketplace where a "Client" (anyone who seeks help on a project) can post a project for FREE and freelance professionals who are interested in the work can competitively bid to do the work.

**If you are looking to find a freelance professional to work on a project, Freelancer is the place to be.**

Freelancer offers you the confidence that you can find a freelancer who meets your project needs no matter how small or large the project is, and within your budget. At Freelancer, you can find a variety of skills and expertise at your finger tip. We offer you NO overhead, NO advertising costs, and NO fees whatsoever. We take the hassle out of searching through phone books, placing ads, and looking through newspapers just to find the right person to complete your project. The Freelance Professionals at Freelancer are eager to compete to get your work. Therefore, you end up with a qualified person at a competitive price.

It is free to register as a client. It is also free to post a project. And there is no obligation to award the job to anyone.

We offer several different categories where you can post your project. At anytime during the bidding process, you may select the freelancer of your choice.

**If you are a freelance professional and would like to find freelance jobs, Freelancer can help.**

You may register as a Freelancer if you would like to bid on jobs and find work. Registration is free. After registering, you may begin browsing projects in various categories and place bids on projects which are of interest to you. Bidding on projects is also free.

However, if you are awarded a project, you must pay a Project Acceptance Fee (commission fee) which is 1% of your winning bid BEFORE you can start working on the project. The client may pay the commission fee on your behalf if he so chooses, in which case, you may begin to work immediately on the project.

### **How does Project4Hire work? □□□**

<http://www.davescom.com>

Anyone ("Client") who needs to find a freelancer to work on a project can register and post projects in specific categories at no cost whatsoever. Freelancers (who are individuals with certain skills and expertise that have registered at Freelancer) can then bid for the job (i.e. posting the fee that they will charge to complete the entire project).

During the bidding process, the client and interested freelancers may communicate with one another using the Project Message Board (PMB).

Once the Client finds the right Freelancer with the appropriate skill set for their project, and the Client and Freelancer agree upon a price, the Client then chooses the winning bidder. The Freelancer must pay a small commission fee (1% of the winning bid) in order to be able to accept the project. Alternatively, the Client can choose to pay the commission fee on behalf of the Freelancer. Once the commission fee has been paid, the Client and Freelancer receive each other contact information and may begin the project.

Until a project is awarded to a freelancer and the freelancer accepts the project, clients and freelancers may ONLY communicate on the Freelancer website through the Project Message Board (PMB). The link to a Project Message Board appears on each project, right after the project description. In order to be able to use a Project Message Board, a freelancer must place a bid on the project.

Freelancer provides an escrow service called Safe Transfer. The Safe Transfer service is optional and there is a fee of \$1 to use the service.

With the Safe Transfer option, a client can add the funds to pay the freelancer upon completion of the project. The freelancer sees that the funds are available but can not withdraw the money until they are released by the client. The client also can not withdraw the funds until they are declined by the freelancer.

In case of dispute, Freelancer will try to mediate between the client and the freelancer and come up with a satisfactory resolution.

### **What is "Manage Account?"** ☐☐

Your "Manage Account" page gives you access to all of your activities in one place and allows you to manage your account. You can edit your personal user information, view your Buying

## FAQ

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Activities (if Registered as Client), manage your Selling Activities (if registered as Freelancer), or see all transactions that you have conducted at Znvj.com.

### **How do I change or update my registration information? □□□**

You may update your registration information in "Manage Your Account". Once there, select "Edit Profile".