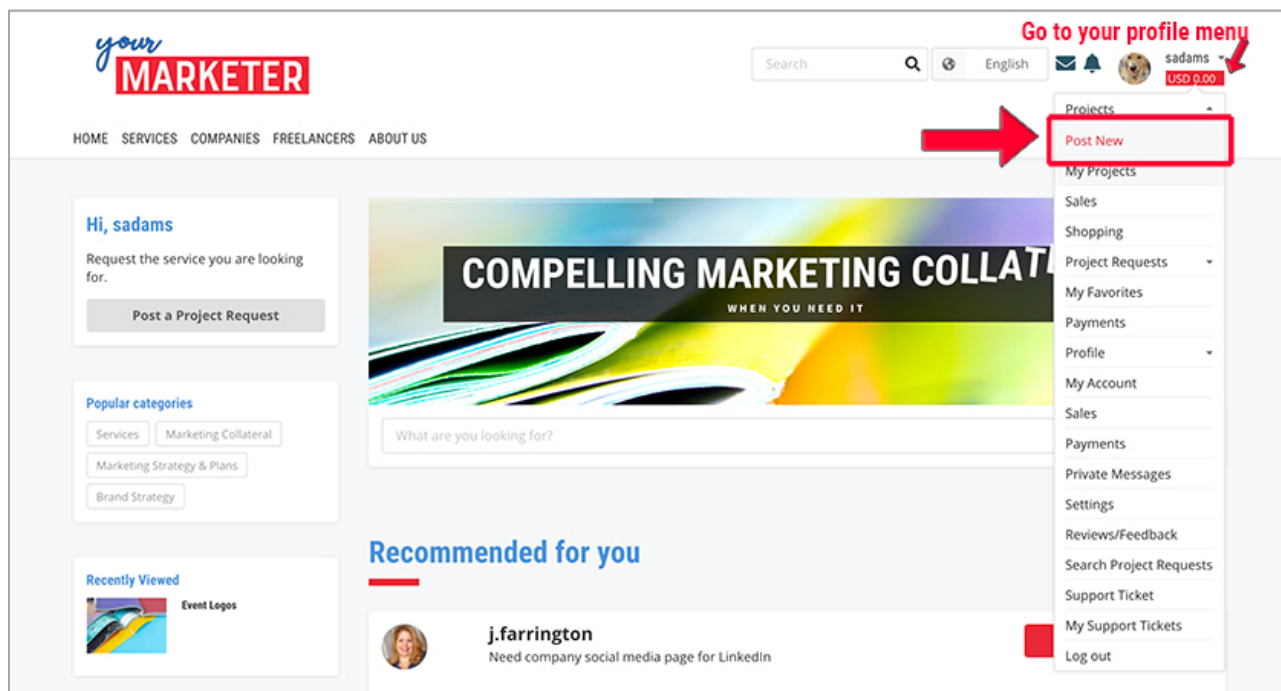


## CREATING A NEW FREELANCER PROJECT

You will be creating “Projects” for each of the services you provide to make it easy for a Company to purchase. For example, if I create marketing materials, such as brochures, presentations, sales sheets, I would create a project with a price associated for each – one for brochures, one for presentations, one for sales sheets. Each would be listed separately as a “Project.”

Let’s get started.

1. **Log into yourmarketer.com** using your “seller” username and password.
2. Navigate to your **Profile Menu Dropdown** to “**Projects**” and “**Post New**”




3. This will open up the “**Post New Project**” form.
  - a. **Choose a snappy title for your “Project”** to get the attention of the Company. For a brochure, I might use, “Beautifully Designed Brochures”
  - b. Next, **choose how you will Price** your project. You can use an hourly rate for something like a “Strategy Discussion,” but for a brochure I would use a fixed price. I’ll use \$1200 fixed price.
  - c. **Select the Category and Subcategory**, for each project. For this example, it would be Graphics & Design for the Category and Brochure Design would be the Subcategory

The screenshot shows the 'Post New Project' form on the YourMarketer website. The form includes several sections: SERVICE TITLE, SERVICE/PROJECT PRICE, CATEGORY, SUBCATEGORY, DESCRIPTION, TAGS, INSTRUCTIONS TO THE COMPANY, MAX DAYS TO DELIVER, COVER IMAGE, and IMAGES. A red circle with the number '3' is placed over the SERVICE TITLE field, with a red arrow pointing to it. Callout boxes provide instructions for each field: 'This is the name of your project title - make it catchy since it is the first thing the company will see.', 'What is the price for the basic project?', 'The description should be as detailed as possible so companies will be able to understand if this meets their needs.', 'The tags are some keywords related to your project. Companies will be able to find your job easier if you choose them properly. Include as a tag the exact sub-service category this project falls into (example: Brand Logo Design)', 'How long will it take to deliver this service?', 'Upload cover image for your Service/Project.', and 'Samples of other projects you have done that are similar'. A 'Publish' button is located at the bottom left of the form.

- d. Under **Description**, describe in as much detail as possible what it is your service is and what will be delivered so that there is no misunderstanding between you and the Company. This is what you would include in a proposal for your service. If you are doing design work, will you include the design files as well as the PDF? Be as specific as possible. For our example, my description for a brochure would be:


I will design for you a compelling 8-page brochure with stock photos or infographics or using your own photos. This price includes:


- One-hour strategy discussion on brochure needs
  - Initial draft
  - Up to 3 revisions of the initial draft
  - InDesign file and all images used
  - Print Ready PDF for you to send to your local printer
  - Viewable PDF for the web
- e. **Tags** allow users to search on the website and find the services they are looking for. **Add here any keywords** used for your project and be sure to include the Category and Subcategory (Service and Subservice) as tags as well. For my example, I used “brochure” “infographics” “InDesign” “PDF” “Graphics & Design” and “Brochure Design”
- f. **What should the Company provide you with to start the project quickly?** Include Instructions to the Company and slide it to the right to make it visible to them. If you don’t want to include any instructions skip it, but I find it helpful. For the brochure, I put, “Please send me any current materials you have if you are basing it off of a current brochure, or links to sites that have brochures you like. If you have photos, etc, please send as well. I will need as much information to understand what you want to have so we can successfully work together.”
- g. **Indicate how long it will take you to complete this project.** Make sure you estimate on the high side – nothing can irritate a client faster than not delivering on-time. For my brochure, I indicated 3 weeks to be on the safe side of things.
- h. **Images!** Upload a banner image for your project that will catch the eye when they open up your project. The images underneath should be snapshots of your projects and the **first image you upload will be the image used for your Project’s cover**, so choose wisely! I uploaded two brochure covers I worked on, then uploaded a PDF of a brochure sample for people to view a project sample.
- i. **Once complete, hit “Publish.”** You did it! **See below** You will see additional projects listed at the bottom so that the Company can click directly on other projects you have in the system.



English
USD 2020

HOME SERVICES COMPANIES FREELANCERS ABOUT US






### Beautifully Designed Brochures

GRAPHICS & DESIGN / Brochure Design

Not rated yet 21 days



#### Project Description

I will design for you a compelling 8-page brochure with stock photos or infographics or using your own photos.

This price includes:

1. One hour strategy discussion on brochure needs
2. Initial draft
3. Up to 3 revisions of the initial draft
4. InDesign file and


[Read More](#)

#### Instructions

Please send me any current materials you have if you are basing it off of a current brochure, or links to sites that have brochures you like. If you have photos, etc. please send as well. I will need as much information to understand what you want to have so we can successfully work together.

THIS IS YOUR OWN PROJECT USD 1,336.20

**EDIT PROJECT INFO**



**sadams**

100% Reputation  
Not enough ratings

I am a marketer with experience in the legal, accounting and financial services/banking fields. I specialize in graphic design and branding.


**100% Secure**  
Project is done or money back

- You pay only the listed price without any hidden costs.
- We keep your money until you are happy with the delivered work.
- The project will be done or your money will be returned.

How it works

**Related Topics**

brochure brochure design graphics & design indesign infographics PDF



#### Project Preview


File Women-At-Mazars... ( 15 MB )

#### + Order Additional

Project Quantity	USD 1,200.00
Processing Fees (5%):	USD 60.00
Tax (6.35%):	USD 76.20


THIS IS YOUR OWN PROJECT USD 1,336.20

**Other projects by sadams**



**Event Logos**

FIXED RATE USD 200.00



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