



rentAfrelance.com Service Provider's Guide

About rentAfreelance.com

rentAfreelance.com is an online freelance marketplace that provides a secure place for outsourcing people's project requirements to a pool of highly qualified Freelancers or Companies. Here anyone can post their project requirements and can receive bids from various freelance coders/providers in a very short span of time.

Started in 2006, rentAfreelance carries a clear vision - "Provide an equal opportunity to everyone to help their business/career and create confidence among the community to outsource their work to skilled providers."

Apart from providing a secure marketplace for freelance outsourcing business, rentAfreelance.com also provides Project Management facility for the buyers who are non-technical and want us to manage their whole project. rentAfreelance.com also provides unique facility of testing or completed projects before coders can be paid.

rentAfreelance.com is unique freelance portal in the sense that we do not charge anything either for posting or for bidding on the project. Everything is free. Nominal fees are charged only if the project comes to a successful completion. There is no registration fee and no subscription fees.

One more unique feature of rentAfreelance.com is that we accept credit card or PayPal payments and especially for buyers/coders/providers in India, we have unique facility of receiving earnings either by PayPal or by cheque in Indian rupees (Currency conversion will be decided by rentAfreelance.com and will be communicated to users before selecting mode of payment receiving) so that users in India may not need to wait for long time to receive earnings of their hard work.

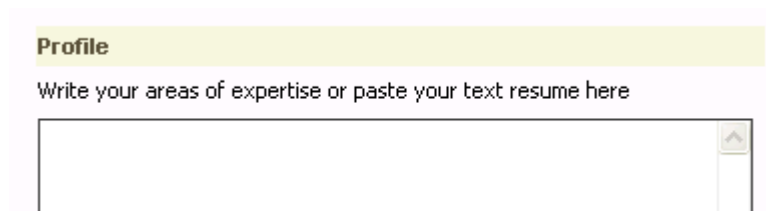
Fees

Registering with rentAfreelance.com as well as posting any number of bids on any number of projects is absolutely **FREE**.

Once a project is successfully completed on rentAfreelance.com, we charge 10% project amount or \$3 whichever is more as commission to Service provider / software coder.

Posting your resume / profile to rentAfreelance.com

You can post your profile while registering with rentAfreelance.com. The registration page has field called "Profile" as shown below. You can Write your areas of expertise or paste your text resume here. Please make sure to mention all your areas of expertise here as this will help buyer identify suitable coder for their projects.



Profile

Write your areas of expertise or paste your text resume here

Getting new projects alerts

Once you register with rentAfreelance.com, we will send you periodic alerts with details of newly posted projects. Also you can visit rentAfreelance.com regularly to know about latest projects posted at rentAfreelance.com. The ticker on each page displays latest projects posted on rentAfreelance.com. In case if you want to unsubscribe from new projects email alerts then send email to support@rentAfreelance.com

Searching for projects

You can search for projects of your choice by clicking on “Search” link on top of any page or by clicking on “[Search Projects](#)” link in **Providers** menu on left side of any page.

- Providers

▣ [Browse](#)

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▣ [My bids](#)

▣ [My financials](#)

Following are the criteria based on which you may search for projects.

Bid Request Title:

Category:

Graphics
Technical writing
Web Design

Status:

▼

1. Bid request title

With this, you may search for projects with title containing this text. You may even write some keywords, based on which it may search projects.

2. Category



This is major category in which the project may fall.

3. Status

You can search all projects, open projects (projects open for bidding) or even past projects just to see kind of projects completed on rentAfreelance.com

You may also search on following criteria

Posted Between:

 and 

Bid Amount Between:

and

4. Posted between

You may search projects which are recently posted (for higher chances of getting responses from buyers) or projects which are posted within specified dates range.

5. Bid amount between

You may search for smaller, medium or larger projects depending on the price range you specify.

Bidding for a project

Once you have identified the project you wish to bid on, follow these steps to bid on a particular project.

1. Open the bid request by clicking on the project title link.
2. In case if you are not already logged in, it will ask you to [login](#) first before bidding on the request. If you are new user, you might need to [register](#) first before login. Once you open the bid request, it may prompt for following details for bidding on the project.

Bid Amount:

Details:

Attachment:

3. Enter bid amount.
 - a. In case if you are sure about how much amount you want to suggest in your bid then please enter the amount in "Bid Amount" text box.
 - b. In case if you first want to communicate with the buyer and then suggest bid amount then leave this field blank.
4. Enter bid details.

Please enter your bid details. You can explain to the buyer how you are fit for this bid by providing details of your previous work. Also you can provide details about your skill set.

Please read the details in the bid request carefully and please do not bid if you feel that you may not be able to complete this in the given deadline or with given specifications. Buyer might have attached additional files which may contain more details about the bid request. Kindly read them all before bidding on the project.

Please mention any specific conditions if any in the details field before buyer accepts your bid as once buyer accepts the bid, whatever was posted before that only will be considered. Also mention how you may want to carry on this project so that buyer may get confidence in your bid.

5. Upload file (optional)

You can also upload small files which may add more detail and value to your bid. rentAfreelance.com reserves right to remove unnecessary files posted with bid requests.

Viewing your bids history

You can view your previously posted bids by clicking on "[My bids](#)" link in **Providers** menu on left side of any page.

- **Providers**

- [Browse](#)
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It shows following details.

1. Bid Request:

Title of the bid request for which the bid was posted

2. Owner:

Owner of the bid request / project.

3. Bidding ends on:

Specifies the date on which the given bid request / project expires for further bidding by other bidders.

4. Bid posted on:

The date when you posted this particular bid.

5. Posted amount:

This specifies the amount you specified in your bid for this project. It will show "Not Yet" if you have not yet posted any amount for the project.

Viewing your messages inbox

Whenever you login to your rentAfreelance.com account, the very first page which comes up is your messages inbox.

You can visit your messages inbox also by clicking on "[My Messages](#)" link in the **Providers** menu on the left side of any page.

Working with buyers

Please communicate as much as possible with the buyer while bidding as well as while working on a particular project.

Please keep following in mind while bidding

1. Bid only if you feel that you are fit for the particular project.
2. Don't suggest too optimistic project deadline for the project
3. Don't bid with exceptionally low value or suggest free of cost work just for the sake of winning the bid. This is considered as violation of rentAfreelance.com policy.
4. communicate only on the personalized message board for a particular bid request and do not share personal contact information with the buyer. Please refer [rentAfreelance.com Terms and conditions](#) and you must agree with the same.
5. Be precise and explain how you wish to complete the project with your expertise level and given time frame.
6. Please make all things clear before proceeding with project work as this may help you in case if a dispute arises.

Please keep following in mind while working on the project

1. Please communicate any issues arising while working on the project.
2. In case if you feel the given deadline is not sufficient then kindly communicate the same with the buyer and ask for approval.
3. Upload regular status reports if agreed with buyer before starting project work.

Submitting completed work

Once you are done with your work, please upload the completed work as soon as possible to rentAfreelance.com. If your project size is high then you can send email to support@rentAfreelance.com with project details so that rentAfreelance.com may suggest you alternative way to upload the files. Sometimes it may happen that you might had completed work on time but somehow if you do not upload the project before deadline then you might lose project amount if buyer opens a dispute for the project.

Meeting project deadline

You must make sure that you agree on the project deadline before starting work on the project. If you set very optimistic deadline in mind and inform the buyer about the same and then later realize that it is not possible to complete within this deadline then you may end up in a dispute with the buyer and there is a potential change that you may lose in arbitration. So it is always advisable to discuss and document project deadline with the buyer before starting the project and you must stick to your project schedule and submit full project or milestone modules as agreed with the buyer. You may also need to provide status reports if agreed with buyer before starting the project.

Managing your rentAfreelance.com account

You can update information about your Full Name, Country, City, State/Province, PayPal account id and your profile. For this you can click on "[My Account](#)" link on **Providers** menu on left side of any page.

You should periodically update your profile by visiting your account page periodically so that you can attract more buyers to invite you.

Viewing your transactions history / financials

You can click on “My financials” link in the menu on left side of any page to view your previous transactions on rentAfreelance.com

- Providers

- [Browse](#)
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Here you also have an option to update your PayPal account id so that we can transfer the amount to your PayPal account in case if you have any earnings or refunds in a particular month.

For users in India, you can also choose to receive your earnings by cheque in Indian Rupees. For this you may select Payment by Cheque option. Here you must provide your correct postal address so that we can send the cheque to your address. The currency conversion rate will be posted by rentAfreelance.com on website before sending payments and you will be notified by email as well so that you can choose between these two options.

Dispute resolution

In case if the coder or service provider fails to submit the completed work by the deadline agreed upon, then buyer may wish to open a dispute with the provider.

rentAfreelance.com always suggests first communicating with the other party and trying to resolve the issue in an amicable manner. This is very important because if the issue gets resolved at this point then both the parties will benefit from this and no party will be losing anything.

Please note that opening a dispute always puts wrong impression on other party and also prevents long term business relationship.

rentAfreelance.com suggests buyers and service providers both to keep initial agreed project details in mind and try to compare it with the final product and buyer should either extend project deadline or if everything is fine then should accept the work.

If at all both parties cannot reach to a final resolution then you may request arbitration from rentAfreelance.com

Arbitration

If a dispute arises between buyer and service provider, our goal is to resolve such dispute quickly and cost effectively. Please allow 5 business days to the other party before seeking arbitration from rentAfreelance.com. For any claim arising between buyer and service provider, the party requesting relief may elect to resolve the dispute in a cost-effective manner through binding non-appearance-based arbitration. A party electing arbitration should initiate such arbitration by either visiting [contact us](#) page or sending email to dispute@rentAfreelance.com. Both the parties must comply with the following rules: (a) the arbitration will be conducted either online, by telephone, and/or be solely based on written submissions, the specific manner will be chosen by rentAfreelance.com on situational basis; (b) the arbitration will not involve any personal

appearance by the parties or witnesses unless otherwise mutually agreed by the parties; (c) Once rentAfreelance.com sends communication to a party, the other party will have maximum 5 business days to respond to the communication and in case if the party does not respond in 5 business days, the final decision will be in favor of the other party. Both parties must abide by the resolution suggested by rentAfreelance.com and that will be considered as final and no party can choose to take any legal route nor can disagree with the resolution provided for further looking into the matter. It is implied that both parties agree to these conditions once a bidder is chosen and initial transaction is initiated at rentAfreelance.com. Also please understand that rentAfreelance.com will decide the percentage of amount being refunded as well as being paid to the service provider.

Contacting rentAfreelance.com

If you wish to report a violation of Site Policies, have any questions or need assistance, please contact rentAfreelance.com Customer Service at [Contact us](#) page.