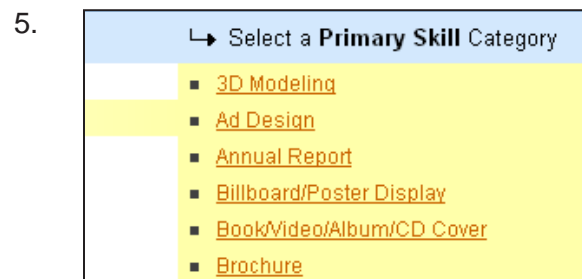
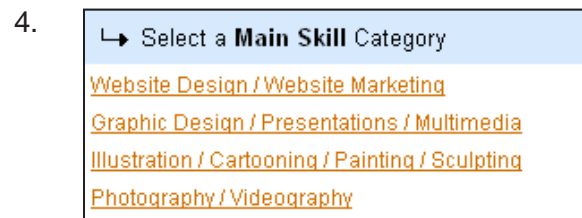




HOW TO Post a Project / Request Quotes



This guide teaches you how to post your project on Guru.com to get quotes from qualified freelance talent. There is no cost to post a project, get quotes, and connect with the professional of your choice. In addition, you are not obligated to hire a professional after receiving quotes.

Other Service Highlights

- Our free SafePay Escrow service allows you to pay professionals risk-free. With SafePay Escrow, your satisfaction is completely guaranteed.
- You get up to 2% money back and a chance to win \$100 when you pay pros.
- We issue 1099 tax forms for you at no cost.



Overview

There are six short parts to the Post a Project form:

- A: [Basic Project Information](#)
- B: [Skill Requirements](#)
- C: [Location Specifications](#)
- D: [Public or Private Project](#)
- E: [Additional Information](#) (optional)
- F: [Questions for Professionals](#) (optional)

It will take you only five to ten minutes to complete the form.

Get Started

1. Go to <http://www.guru.com/>.
2. On the Guru.com home page, click "Post a Project."
3. Sign in or register a new Employer account if you haven't already.
4. Click the Main Skill Category that best classifies your project.
5. Click the Primary Skill needed to complete your project.



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Part A : Basic Project Information

Main Category: **Graphic Design / Presentatio**

↳ * Title of project [help!](#)

↳ Describe project needs (in detail) [help!](#)

Need help? [Use the Project Description He](#)

↳ Upload files relevant to project [help!](#)

- No contact information

↳ * Estimated project budget [help!](#)

--- Please Select ---

Part A: Basic Project Information

1. Enter the title of your project

It's best to list a simple, straightforward title, such as "Web Designer Needed."

2. Enter a description for your project

If you need help describing your project, click the "Use the Project Description Helper" button. Precise descriptions clarify your needs, enabling professionals to produce quality quotes that include both cost and time estimates.

Descriptions should detail the following: the work needed, background on your organization, project intent, start / finish dates, and project scope.

Remember: This is the **most important section** of your project posting. Be as detailed as possible! If you post a vague project description, you'll find yourself receiving less accurate quotes, and you'll have to field more questions.

3. Upload files that are relevant to your project (optional)

Upload any attachments (max. 2 MB) you feel will help professionals better understand your project, allowing them to generate detailed, concise quotes.

4. Select the estimated total budget for your project

From the drop-down menu, select the budget range that best corresponds to the total amount you are willing to pay.

A word of advice: We're all looking for the best deal, but keep in mind that you get what you pay for. If your budget is uncertain, select "Not Sure / Confidential".



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Part B : Skill Requirements

↳ * Primary skill needed [help!](#)
Book/Video/Album/CD Cover

↳ "Add-on" skills needed (max of 2) [help!](#)

<input type="checkbox"/> 3D Modeling	<input type="checkbox"/> Flash Pre
<input type="checkbox"/> Ad Design	<input type="checkbox"/> Industrial
<input type="checkbox"/> Annual Report	<input type="checkbox"/> Layout/De
<input type="checkbox"/> Billboard/Poster Display	<input checked="" type="checkbox"/> Logo/Bus
<input checked="" type="checkbox"/> Book/Video/Album/CD Cover	<input type="checkbox"/> Multimed
<input type="checkbox"/> Brochure	<input type="checkbox"/> Packagin
<input type="checkbox"/> CD-ROM	<input type="checkbox"/> PowerPo
<input type="checkbox"/> Direct Mail Piece	<input type="checkbox"/> Video Pre

↳ Industry experience needed [help!](#)
Media, Advertising, Publishing, Entertainment

↳ Other skills needed [help!](#)

Part B: Skill Requirements

- 1. Ensure that the correct Primary Skill appears in the drop-down menu**
If it is not correct, select a different Primary Skill.
- 2. Select up to two 'Add-on' skills for your project (optional)**
Selecting "Add-on" skills will more precisely define your project, thereby refining the professionals who can apply.
- 3. Specify 'Type of Website' or 'Industry Experience' needed (optional)**
- 4. Use the 'Other skills needed' text box to list any additional skills you require for your project (optional)**



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Part C : Location Specification

↳ * Select **one** of the following four location s

No location requirements: Professio

Country: Professional must reside in

Local area: Pro must reside in one of

- FL >Tallahassee
- FL >Tampa-St.Petersburg-Clearwat
- FL >W.Palm Beach-Boca Raton-De
- FM >Federated States of Micronesi
- GA >Albany
- GA >Athens
- GA >Atlanta
- GA >Macon-Warner Robbins

ZIP code: Pro must reside within

Contact Information

↳ * First name:

↳ * Last name:

↳ * Email address:

Part C: Location Specification

Click a radio button next to one location requirement:

- Click “No location requirements” to source professionals from all over the world.
- Click “Country” to source professionals in a specific country. From the drop-down box, select the desired country.
- Click “Local area” to source professionals in your local or metro area. You may select up to three local areas by holding down the Ctrl (PC) or Apple (Mac) key as you click.
- Click “ZIP code” to source professionals located within a specified range of your ZIP code. From the drop-down box, select the range, in miles. In the box, enter the desired ZIP code.

ZIP code: Pro must reside within miles of ZIP code

Contact Information

1. If you're not already registered for and signed into a Guru.com employer account, you must enter your first name, last name, and email address under the “Contact Information” tab.

Privacy matters: Your contact information is only used for internal verification. It is **never** sold to third parties or released at any time.

2. Click the “Continue” button to move to the next page, where you will have the option to specify more project details.



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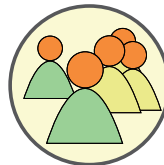
Part D : Public or Private Project

↳ Select to make your project Public or Private

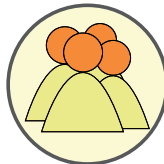
-  **Public-Open to Vendors and Freelancers**
Allow all qualified professionals in the marketplace to view your project
-  **Public-Open to Vendors Only**
Only allow Guru VENDORS (shops, firms) in the marketplace to view your project
-  **Private-Invitation Only**
Only allow those professionals you specifically invite to view your project

Part D: Public or Private Project

1. Click a radio button next to one option:



- Click **'Public - Open to Vendors and Freelancers'** if you want to open your project to the entire marketplace for quotes AND send it to those pros you invite.



- Click **'Public - Open to Vendors Only'** if you want to open your project only to Vendors (shops, firms) in the marketplace for quotes AND send it to those pros you invite.



- Click **'Private - Invitation Only'** if you only want those professionals you specifically invite to view your project. Please note that for a "Private - Invitation" project to receive approval, you must first invite at least one professional to your project.

2. If you are finished, click the 'Continue' button to move to the **'Confirm Project Details' section**

If you wish to specify additional project information, read Part E and Part F.



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Part E : Additional Information (Optional)

↳ Onsite or Offsite work required [help!](#)

Onsite Please enter onsite location below.

Offsite

If Onsite, enter the location [help!](#)

↳ Allow pros to bid on this project for

↳ Rate per hour offered (quality indicator)

U.S. dollars

Part E: Additional Information (optional)

1. Select whether you want the person to work onsite or offsite:

- Click the radio button next to “Onsite” if you want the professional to work at your location. With as much detail as possible, enter the location where work will be performed.
- Click the radio button next to “Offsite” if the professional can complete the work at their location.

2. From the drop-down menu, select the number of days you would like Guru.com professionals to be allowed to place quotes on your project

3. From the drop-down menu, select the rate per hour you’re willing to pay a professional for the project work



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Part F : Questions for Professionals (Optional)

↳ List any specific questions you would like to ask professionals

Question 1:

Question 2:

Part F: Questions for Professionals (optional)

- 1. List any specific questions you would like professionals to address in their proposals**
Asking targeted questions will help you weed out professionals who are less qualified for your project. When you ask specific questions, you'll receive better responses overall.
- 2. Click the 'Continue' button to proceed to the final review of your project**

Confirm Project Details

General Information

Project title: xxx
Allow pros to bid for: 30 days
Bidding type: Public-Open to

Payment Information

Project budget: Between \$1,000

Qualifications and Experience Required

Project category: Graphic Design
Primary skill: Book/Video/Album
Secondary skills: Logo/Business

Confirm Project Details

Review your project information to confirm that the details are correct.

- If you **do not need to make changes**, click the "Post Project Now!" button.



- If you **need to make changes**, click the "Modify Project Details" button at the bottom of the page and change details as needed.

