

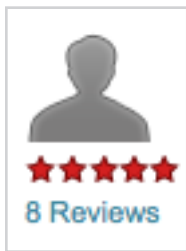
Please Note

All of the below tips assume that you have already received quotes from Freelancers to your project.

Premium Quotes Icon



Freelancer Statistics



Thousands of businesses use Guru.com to fill their outsourcing needs. Guru.com strives to provide the tools businesses need to make smart and safe hiring decisions. The following Smart Hiring Tips will help you to hire and pay Freelancers on Guru.com with confidence.

Tip #1: Review Premium Quotes

On your View Quotes page you will see two types of quotes from Freelancers: Standard and Premium. Premium quotes will appear before any Standard quotes and can be identified by their blue premium ribbon. Freelancers pay more to submit Premium quotes and are an indication of their commitment to acquiring and successfully completing your project.

Tip #2: Look at the Freelancer's Statistics

Review Freelancers' statistics to learn about their history on Guru.com.

- Does the Freelancer have a 5-star feedback rating from other Guru.com Employers? (A 5-star feedback rating is the best.)
- How much money has the Freelancer earned from Guru.com Employers?
- How many feedback reviews has the Freelancer received from other Employers? And, what do the Employers say about the Freelancer in their reviews?

Tip #3: Check the Freelancer's References

When a Freelancer places a quote on your project, you can communicate with him or her by using the Project Messages. Before hiring a Freelancer, ask him or her to provide you with references from at least two other Employers with whom the Freelancer has worked.

Your identity and contact information remain concealed from the Freelancer when using the Project Messages.

Tip #4: Award the Freelancer Your Project

Why? Issuing a Guru.com [Project Award](#) visibly says to a Freelancer, "I've awarded my project to you." To send a Freelancer a Project Award, click the "Award Project" button listed with the Freelancer's quote.

Let the Freelancer know that you want them to work on your project. Send them a [Project Award](#).

Tip #5: Upload an Online Project Agreement

We strongly recommend that you ask the Freelancer to upload an online [Project Agreement](#). This allows both parties to identify (in detail) and agree upon their expectations for the project. Taking the time to outline the basic Project Agreement greatly reduces the potential for disputes.

1. Ask your Freelancer to upload a comprehensive **Project Plan** document (.doc, .txt, etc.) that defines your project's details, scope, and payment terms. Create your Project Plan offline with your Freelancer and ask him or her to upload it to the Project Agreement area once it's complete.
2. Ask your Freelancer to list short **Project Milestones**. This area allows the Freelancer to enter delivery (due) dates and payment amounts, and it helps both you and the Freelancer to follow a project timeline.
3. Ask your Freelancer to upload **Change Orders** to the originally created Project Plan and/or Project Milestones.

Once the Freelancer uploads the Project Agreement, we send you an email that asks you to review it and accept or decline it.

Escrow Guarantee



Tip #6: Use SafePay Escrow

Your satisfaction is 100% guaranteed when you pay the Freelancer through Guru.com's [SafePay Escrow](#) system. If you are not completely satisfied with the Freelancer's work, we will refund your escrowed money. Should you choose not to use Escrow, you must pay the Freelancer through [SafePay Invoicing](#).