

*Outsourcing Made Easy*

*Quick Start  
Outsourcing Guide*



[www.OutsourcingMadeEasy.NET](http://www.OutsourcingMadeEasy.NET)

## QUICK START OUTSOURCING GUIDE



This guide will take you through all the steps to outsource your first project. You may use this guide in conjunction with the audio and video lessons provided in this program or if you feel confident to get started without the additional lessons this guide can be used on it's own. If you're not very comfortable with computers or if you have any fears or reservations about outsourcing it would be ideal to use this in conjunction with the audio and video lessons.

### Let's begin.

First, decide on a project that you would like to outsource. Start small so that you can get comfortable with the process before moving on to larger projects. Once you've decided on your first project go to [www.OutsourcingMadeEasy.NET](http://www.OutsourcingMadeEasy.NET) and click on [Resources](#). Login to the resource section using the username and password provided in your welcome letter. Go to the [downloads section](#) and download the document called [Template for Posting a Project](#). Use this template to write your project description.

Once you've written your project description go back to the main [resources](#) page and click on [Outsourcing Websites](#). Choose which one of the outsourcing websites you would like use. You can use the [Outsourcing Website Review](#) to help you decide which one is best for you. [Elance](#) is the easiest to use but [Get a Freelancer](#) is my personal favorite. Click on the logo of whichever site you decide and you will be directed to their website. Once you're there you can create an account with them. Before you go to that site you can watch the video tutorial on how to setup your account if you feel that will help.

Setup your account and then post your project. There is another video tutorial available to help you with posting your project.

After your project is posted wait about 1-3 days for the service providers to bid on your project. In the meantime, it would be a good idea to spend some time looking through the [resources](#) section of our site to see everything that is available to you. Once you have waited for the providers to post their bids you can login to your account (With the outsourcing website) again and view all the bids. There is a video tutorial that can help you see how to select a winning bid.

Review all the bids. Pick the top 3-4 bids that are the most attractive to you. Mark these bids so that it is easy for you to see which ones you liked. Depending on which site you are using you may use the short-list function to select the bids you liked most or you may add notes to the bids. Either way, use some



method of noting which bids you like most. Once you've narrowed the list down, use the private message board feature within the site to ask any questions you have of the service providers. Once you have received all the answers you want and you have decided which bid you like the best you can select that bid.

Now that you have selected the bid your project can get under way. Depending on the agreement you have made with your service provider at this point you may need to put the funds for the project into the escrow account before they will begin working. If so, put the money into escrow and let the work begin.

As the work is being done on your first project you should begin thinking about what your next project will be. Now that you have momentum you want to keep it up begin outsourcing everything you can. The more that you get off your plate the more free time you can have.

If, at any point, you feel like there is something you don't know you can listen to the audio CD's again for clarification or visit the [forum](#) on the [advanced learning](#) page within our [resource section](#). You can use this [forum](#) as a way of asking questions to more experienced outsourcers.

Congratulations on outsourcing your first project. Enjoy the freedom that outsourcing will help bring to your life.

