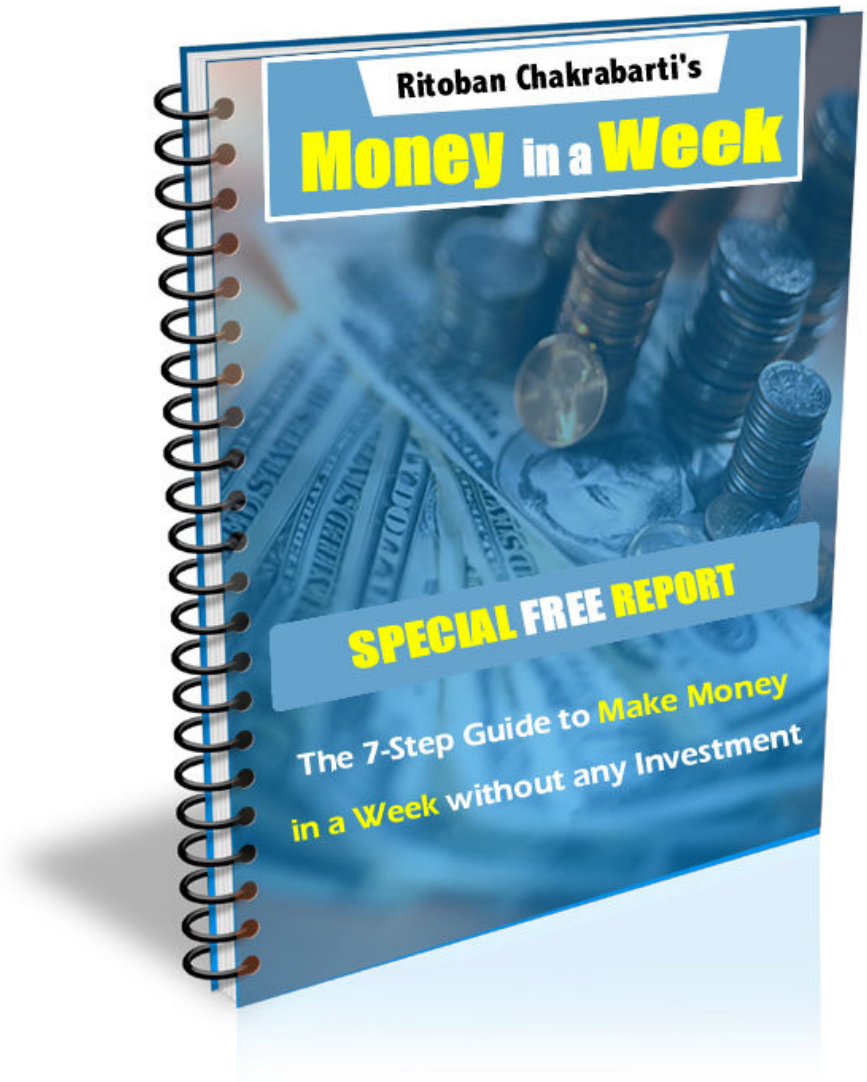
"Money in a Week"



By: **Ritoban Chakrabarti**

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

ALL RIGHTS RESERVED

No part of this report may be reproduced or transmitted in any form whatsoever, electronic, or mechanical, including photocopying, recording, or by any informational storage or retrieval system without expressed written, dated and signed permission from the authors.

DISCLAIMER AND/OR LEGAL NOTICES

The information presented herein represents the views of the author as of the date of publication. Because of the rate with which conditions change, the author reserve the rights to alter and update their opinions based on the new conditions.This report is for informational purposes only and the author does not accept any responsibilities for any liabilities resulting from the use of this information. While every attempt has been made to verify the information provided here, the author and his resellers and affiliates cannot assume any responsibility for errors, inaccuracies or omissions. Any slights of people or organizations are unintentional.

Tired of writing Articles, Emails, Reviews, and Ads? Tired of seeing Low Conversions and even Lesser Commissions?
We've created a SYSTEM where WE do the WORK, and YOU earn the COMMISSIONS...

Get your Membership Now!

(http://dumbaffiliate.com)

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Some Basic Introduction

Hi,

My name is Ritoban Chakrabarti and I started in the Online Money Making Business with absolutely nothing in my pocket. All I had was a will to learn stuff.

I've always fancied good-looking websites and began my Internet Life with making websites for my own personal joy. How this evolved into a full fledged money-making system with absolutely no investment from my side, is a subject that I'll touch later.

Anyways, this guide is meant to be read-and-implemented. That is, you need to read one step outlined here, and actually implement is as explained. If you keep on reading this guide and don't implement a thing, then you won't see results.

Ritoban's 7-Step Money in a Week

1. ***Discover your Talent .***
2. ***Go to a Freelancing website and get an account.***
3. ***Update your Profile to attract more Buyers.***
4. ***Search for Projects and Bid on them.***
5. ***Interact with Buyer and Get the Project***
6. ***Complete the Project with your Best Effort***
7. ***Collect Money and start from Step 4 again.***

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Step 1: **Discover your Talent**

When you think of freelancing, what is the first thing that comes to your mind? You probably think of a writer, novelist or journalist right off hand.

That is primarily because for centuries, the only real job you could have as a freelancer had to do with your mastery of the written word.

But we are not still stuck back in the early nineteen hundreds – no we are in the twenty first century, a time that appreciates freelancers in hundreds of different jobs.

Sure, you have probably heard of freelance photographers too, you may have even met one or two in your life, but what about freelance software designers, freelance medical billing specialists, or even freelance scientific researchers?

There are all jobs that have recently begun to see massive growth in their respective fields because more and more people are realizing that they can make far more money working for themselves as freelancers than they ever could solely from working under the wing of their previous employer.

So it sounds pretty good doesn't it? You work in some field for quite a few years, get a lot of practical experience in your chosen area of employment and then gradually make the switch from working the nine to five to becoming your own boss as a freelancer.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

The first step in making that jump from office work to freelance is to decide whether or not you have what it takes to become a freelancer.

We all want to be our own boss, but do we all have the drive and dedication that it takes to be successful without the watchful eye of our supervisors?

Sadly, we don't.

Therefore, you have to really sit down and think about what makes you so special in the world of Freelancers.

- Do you have a large enough skill set to make you stand out amongst the hoards of different people all seeking the same work as you?
- Do you have the time management skills necessary to run your own freelancing operation and meet all of the deadlines set upon you by your clients?

If you have even the slightest doubt in your mind about freelancing, then maybe there are other career paths that are better for you in the long run.

Now, provided that you are willing to jump in to your freelancing business with both feet, you need to start off on the freelance path slowly before you can really start raking in the cash.

Don't quit your job just yet! Instead, you need to begin your hunt for freelance work in your area of expertise on the internet and see what you can come up with.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Some skills, such as the ability to **write coherently** or do **software design** for clients of all types, are highly marketable and you should really have no difficulty whatsoever finding a goldmine of work.

On the other hand, if you are only able to do tasks that are not as easily marketable on a freelance basis, you will have much more difficulty finding work for your freelance operation.

Currently some of the most popular fields for freelancing include writing, editing, photography, web and graphic design, software design, and architecture or drafting.

Once you have settled on a field you want to freelance in, you basically need to find clients, do work, and get paid.

The best thing about this field is that you don't need any investment and you can start right away.

So, today:

1) Get your mind straight and convince yourself that you're stepping into a world of work and cash (Without any Boss to poke you around). You'll be your own boss in this field. You'll choose your Projects. You'll work with your own timings (mostly)

2) Decide the sphere of freelancing you'll engage yourself in.

Below, I have compiled some common freelancing fields. You'll notice most of them are related to technology. If you're new to tech stuff, then don't worry. Some of these fields like: CSS, Joomla, Wordpress, Script Installation, can be learnt in a few days. Just Google them for tutorials and you'll be ready to go.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Freelancing Field	Freelancing Field	Freelancing Field
PHP	XHTML	System Administration
MySQL	Java	Wordpress
Website Design	XML	mSQL
Graphic Design	C/C++	Security
Flash	Multimedia	MS Access
CSS	ASP	JSP
Script Installation	.NET	Cold Fusion
Ajax	Joomla	Translation
Search Engine Optimization	CMS	Delphi
Javascript	Perl/CGI	Handheld
Marketing	Links	Python
Writing	Visual Basic	Oracle
Data Entry	MS SQL	PostgreSQL
	SQL	LDAP

If you're not good at technology, then choose the field of **Writing.** There are various fields related to Writing, such as Translation, Data Entry, Copywriting, Ghostwriting, Press Releases etc.

After you've chosen your field and gotten acquainted by it, you can take a rest or watch a movie now. Read the next step tomorrow in the morning.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Step 2: Go to a Freelancing Website and get an Account

This is the easiest Step of all. I'll reveal to you 3 of my favorite freelancing websites that have resulted in profiting me over $1500 a month for over 6 months with just 2-3 hours work per day.

Before you jump to any conclusions, I must tell you that I already knew a lot about my chosen field in freelancing. So, finding and completing work was easy for me.

These are the 3 main freelancing websites:

- http://scriptlance.com
- http://getafreelancer.com
- http://elance.com

You might already have heard of them (because they are so popular), or you might be hearing about them for the first time.

I need you to visit these sites and spend about 5 minutes looking at each of them. After you've gone through these websites, get an account with them. You can create an account for FREE, and all it takes is filling up a simple form. Be sure to create your account as a freelancer/programmer/professional; Not a Buyer.

However, there are a few restrictions on 2 of these sites.

1) Elance – You get **3 Connects** Free (tokens for bidding on projects) every month. You can purchase more, but the idea here is to earn without any investment. To learn more about connects, visit : http://www.elance.com/p/help/provider/Connects.html
2) GetAFreelancer – You get a limit of 15 bids a month. Although the bid limit carries forward to the next month. Moreover,

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

there is a **Gold Members** scheme, which is basically an upgrade to your current free account. Details Here: https://www.getafreelancer.com/users/goldmembers.php

Although, the main fundamental behind all these freelancing websites is the same:

Buyers post projects/jobs for freelancers -> Freelancers bid on those projects -> Buyer chooses the freelancer (based on various factors discussed later) -> Freelancer completes the project -> Buyer pays freelancer (Mostly via escrow) -> Freelancer Happy ☺

So, in this Guide we shall be discussing **Scriptlance** in detail, mostly because it has no restrictions and is my favorite.

So, have you created your free accounts with these freelance websites yet? If not, then go do so, and close this report.

Get back to this report again tomorrow morning, and I'll get your profile ready.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Step 3: **Update your Profile to attract more Buyers.**

This is a short and a simple step but is extremely important and may as well be the deciding factor in Winning/Losing your Project Bid.

As, I said earlier, I'll be discussing Scriptlance in detail. But, I recommend that you follow the same strategy for Elance and GetAFreelancer as well.

1) Login to your Scriptlance Account.
2) Click on 'Edit Acct Info' button on the top.
3) Enter your Messenger Contact Details (where you will be available for chat with the Buyer), and also enter your Phone Numbers.
4) Choose as many 'Area of Expertise' as possible. But be sure to check only those Areas, in which you CAN execute the project.
5) Based on your need for money, and quality of deliverables, you need to enter an approximate 'Average Hourly Rate'. This will usually be around $10-$30
6) In the 'Your Profile' field, you describe something about yourself and the work you've done till now. As I used to create websites, I posted some URL's to the good looking websites I had created. You may be a freelance writer, so you may post some URL's to your works. You should also use this field to announce your confidence and eagerness to complete a project. Something like this:

"I am a Hard Worker and I have always been punctual in delivering my projects. I like to communicate with the Buyer for performing

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

the work exactly as required. I believe in Over-Delivering and am fully confident in my ability to deliver the best possible results."

Think of something similar and write it down

7) Upload your photo (optional) and choose your Email Notification Types.
8) Click on 'Edit' to save your changes.

Complete your profile similarly for Elance and GetAFreelaner.

So, now that you have a complete profile, all you need to do is to find work. We'll discuss that tomorrow.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Step 4: **Search for Projects and Bid on them.**

Now, we'll learn how to find projects and bidding strategies that actually work.

The front page of Scriptlance looks like this. Go to: http://scriptlance.com now.

Now, there are two ways of finding projects.

1) Search for the project using the "Search Form". In this method, you search for keywords. Say, you develop Wordpress websites. So, you search for '**Wordpress**'. The search results show the project listings and you can arrange your listings in order of 'Project Date' and 'Bids' that the project has currently received.

2) The other method is to Go through all the **Latest Projects** and bid on them. Now, I've highlighted Latest Projects, because, many buyers like to find their freelancers fast. So, if you bid

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

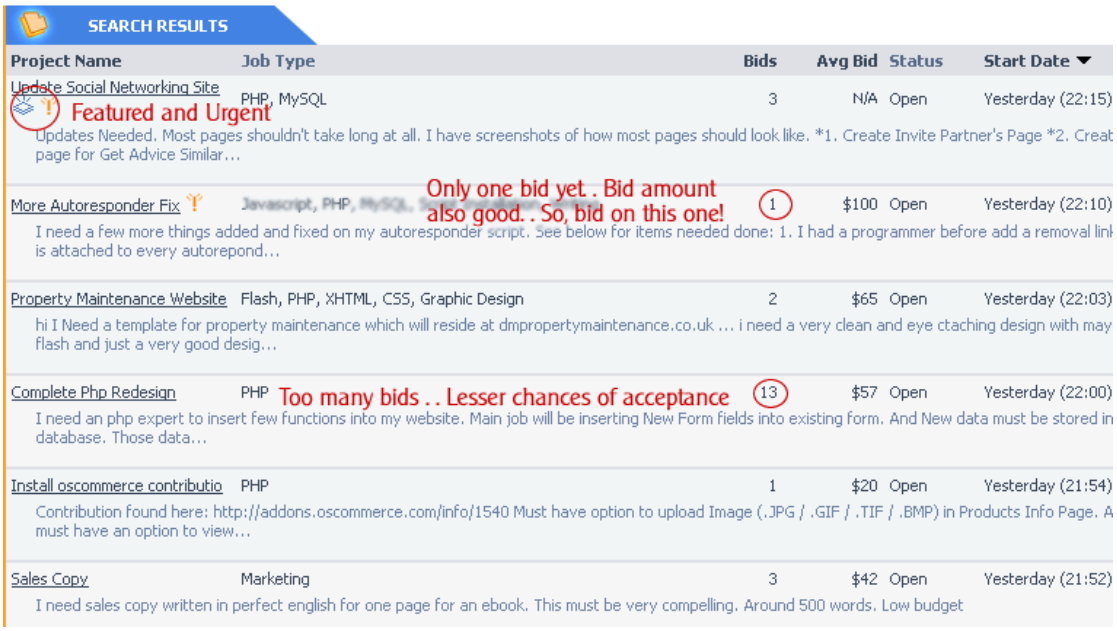
on a project before anyone else, so you have a higher chance of getting it.

The diagram above shows 3 types of Project Listings:

1) Regular Projects: These are the regular projects and will fetch you most work. Just click on the 'View All' projects and browse through all the projects to find one which matches your expertise.

2) Featured Projects: These are listings posted by Buyers who have paid $25 to get their listing featured. This basically means that the buyer is serious of getting his project done from here and therefore, you can bid slightly higher on these than usual. Also, be wary that these projects can be slightly more demanding and tougher than the regular ones.

3) Urgent Projects: These are the projects that usually come and get accepted in a flurry. So, if you need to find a buyer real fast, then bid on the Urgent Listings. Chances are, your bid will get accepted faster.



© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

The figure above shows some bidding strategies. I'll highlight the main ones below:

1) While going through the bids, keep an eye open for three things:

a) Does the bid match your chosen field and is it featured/urgent?

b) The number of bids the project has received till now. If there are, say, 30 bids already on a project, then if you bid on it, your chances of acceptance will be low. Try to find projects with 0-10 bids before your bid.

c) The Average Bid amount till now. This will give you a fair idea of the amount of money you'll receive if you're accepted. Don't bid on the projects with Avg Bids like: $5-$10, as these are mainly low-down data-entry or account creation projects.

2) Now, once you have chosen the project you want to bid on, simply click on the project name and the project description page with other freelancers' bids will show up. Read the description carefully and decide if you can actually do the project or not.

3) You need to first click on 'Place Bid', and you will be taken you a form where you enter your bid amount in dollars, enter the number of days required for you to complete the project, and a textbox for entering some information. In the textbox, you can describe *how* you will handle the project and try to win the buyer. Many freelancers also opt for the strategy of simply posting 'Please check PMB' with their bid amount

4) Now, a PMB, or Project Message Board is used for private interactions between the buyer and freelancer. You should use that area for sending a personal justification of your credentials for the required project.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

There are a few rules to follow while bidding:

- Try to be clear and concise about how you will proceed with the project and try to explain the buyer about your abilities and effectiveness to complete the project on time.
- Don't disclose any contact information of yours; such as Messenger Handles, and Email Addresses. Doing so, will get you banned from the Site.

Now that you've placed your bid, you need to wait for the Buyer's Response. More on that tomorrow…

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Step 5: Interact with Buyer and Get the Project

In the last step, you placed your bid, and you also sent a Message via the PMB to the buyer.

Now, if the buyer likes your profile, reviews, and your message, then he/she will reply you back via the PMB.

All responses that you get from the Buyer will go to your 'Scriptlance Mail'. You can reach this page by clicking on 'Programmers' on top, and then clicking on the 'Mail' button. It's a very simple interface for interacting with the buyer and you can adjust to it in no time.

Be kind, and professional while interacting with the Buyer. If you're good enough, then you'll get accepted by the Buyer and you shall receive an email about the same.

To accept the project from your side, you need to login to your scriptlance account and click on 'Projects'. This page contains the list of projects on which you have placed your bids. The project which was accepted by the Buyer shall have a green link on it, called 'Accept Project'. So, you need to accept it, and then you shall be taken to a page which shall show you the buyer's email address.

Copy that email address, and send the buyer a kind email, like:

Hi [Buyer's Name],

Thank you for accepting my Bid.

I hope my work shall exceed your expectations. Kindly provide me the resources so that I can get started with the project ASAP.

Kindly deposit the requisite amount in my Escrow before I proceed with your project.

Regards, [Your Name]

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Before I forget, these Freelancing websites charge some fee from the buyer and the freelancer for each project. The project fee taken by each website is different and mainly depends on the bid amount. Please refer to the FAQ section of each website for more details.

https://www.scriptlance.com/faq.shtml

http://www.elance.com/p/help/provider/projectfeecost101.html

You may have noticed above that we explicitly asked the buyer to deposit the required amount in our Escrow Account. This is to protect our interest because there are some buyers who make you work for their project and then don't pay you later on.

The Escrow is a safe area handled by Scriptlance, where the buyer deposits the money at the outset of the project, and the buyer transfers the money once the project is complete.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Step 6: **Complete the Project with your Best Effort**

This is the most essential step and this is the only step about which I can't say much. Except:

- Finish the project on Time as you mentioned while bidding
- Keep in touch with the buyer and give him/her updates on the progress
- If the project is big, then ask the buyer for part-payments via escrow
- Try to exceed the buyer's expectations. I always used to work so that the buyer would be extremely happy with the final result
- Sometimes, the buyer may add some more project requirements which were not mentioned during the beginning. In those cases negotiate with the buyer for extra payment.

Give in your best effort with the project and you shall do great.

So, we shall discuss the final stage tomorrow. Close this report and go to sleep.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Step 7: **Collect Money and start from Step 4 again.**

After completion, hand over the entire project to the buyer (keep a copy with yourself) and ask the buyer to release the escrow amount. If the buyer releases the escrow, then its well and good.

Else, you may need to take drastic measures. Log in to your Scriptlance account and click on 'projects'. You shall find a link named 'project dispute/resolution' there. Go to that area and file a case against the buyer.

As you have a backup copy of the work with yourself, you can show it to the Scriptlance staff, and they shall interrogate into the matter.

The buyer also has a say in this, and if the buyer is guilty, then most probably, he/she won't respond. In that case the Scriptlance staff shall suspend the buyer and transfer the money to you.

You can withdraw money from your Scriptlance account with several options. (Paypal, Check, Wire Transfer etc.). Click on the 'Withdraw money' link in your account. There is however a limit of minimum $30 for the withdrawal.

Now, that you've completed one project and know the basic blueprint, you can repeat this procedure with more projects and more clients. Sky is the limit.

If you followed the steps carefully, then you should have realized that the entire procedure can be learnt in less than a week and you should have started making money by now. There are a few points that I've left out deliberately (like reviews, ratings, and jobs). You shall learn them with due course of time.

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

This is a very simple method of earning money. Here, you aren't selling affiliate products, or your own. You're simply doing some work for somebody and getting paid for it.

The advantage is that you decide what to do, and you manage your time yourself. Some freelancers work full-time for this and earn huge sums of money.

I did freelancing for just 2-3 hours a day in which I used to get a small/medium project, and I completed those in time, and got paid for my efforts. Getting accepted by buyers was easy for me, because I had gained the 'ratings' and 'reviews' with time.

So, the more your work, the more projects you get, the more money you earn, the more reviews you get, and hence you get even more projects…

It takes ZERO investment to begin and can result in an extremely steady income source for you.

*** **All the Best with your endeavor!** ***

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved

Did you like the report? I would love to hear your comments.

Send me your views on: ritoban@dumbaffiliate.com

(P.S. - English is not my mother tongue. So, please don't spank me for grammatical errors. Thanks)

My Latest Product:

Tired of writing Articles, Emails, Reviews, and Ads? Tired of seeing Low Conversions and even Lesser Commissions?
We've created a SYSTEM where WE do the WORK, and YOU earn the COMMISSIONS...

Get your Membership Now!

(http://dumbaffiliate.com)

© Copyright 2008-09 Ritoban Chakrabarti | All Rights Reserved