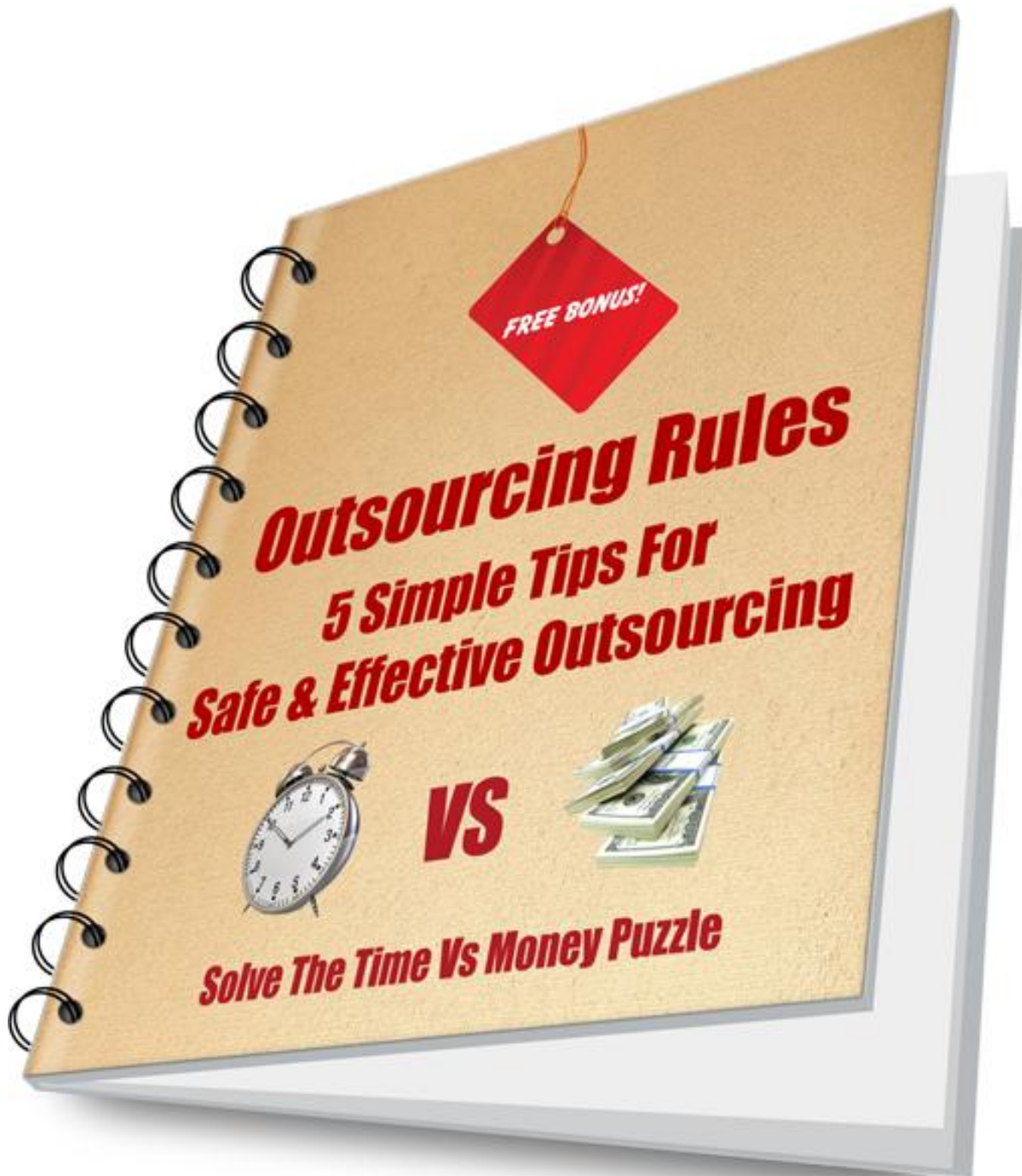




Outsourcing Rules

This is a short guide for effective outsourcing. I personally follow these rules while outsourcing my work.

First and foremost: Only outsource when you have done things yourself and found some success with it. This way, you will be in a better position to help your contractor and figure out if there is something wrong.

Best place to outsource: Out of my experience, I've found Odesk and Fiverr to be the best places. I prefer Odesk for customized tasks and Fiverr for redundant gigs that already exist on Fiverr.

Best People: I've had least problems working with Philippines and Indians. They speak OK English and are smart and hardworking. When I outsourced to any other country in the third world, I suffered account suspensions. But, with India and Philippines, I never had such problems.

Interview: Its best to interview your candidates on Skype chat. Ask some probing questions about their experience and give them a small test to check their brains and skill. When you chat with them, you will easily get to know if you can work with him/her and he/she is trainable or not. Do not hire anyone just by seeing their proof of work (unless its verifiable), they might be submitting someone else's work.

Payment: Decide your payment on the basis of your ROI and difficulty level of the job. If you are not sure, outsource only a part of your work first and check how easily your contractor is able to finish the work and what kind of returns you are able to get. Based on this, you can outsource more work.

Tip: Before you hire, explain the entire procedure as to what they are going to do and double check if they are OK with the fee. If expectations are not clear, there are chances your contractor will quit mid way through the project. These are some simple things that you can keep in mind while outsourcing your work.

Templates for the Easy Amazon Cash Method follow...

Outsourcing Rules

Method 1: Outsourcing Product Research (Step 1)

Subject line: Urgent Requirement: Amazon Research Assistant

Body: Need Amazon research assistant to search and prepare a list of 100 items based on certain criteria.

Applicant should be good at excel and well versed with Amazon.

E-mail to be sent to the contractor after selection:

"Hello!

Thanks for taking up this job. To summarize your job, you just have go to Amazon.com and search for products that are being sold in used new condition. Make a list of 100 products in an excel sheet with the product name, URL and the Seller who is selling it in the Used-New condition.

Here's the criteria based on which you should select the product:

- 1. The product is being sold in both used and new condition*
- 2. The product cost is above \$150 in used condition*
- 3. The product can be shipped all over the USA (most products can be)*
- 4. The product should belong to:*

a. Mobile Phones

b. Popular Electronics

c. Home Appliances

d. Power tools

- 5. The product has minimum of 4 star rating*

Let me know if you have any questions.

Thanks."

Outsourcing Rules

Method 2: Fanpage Promotion (Step 3)

Subject: Urgent Requirement Fanpage promotion assistant

Body: We urgently need someone to assist us with our fan page promotions.

Applicant needs to be well versed with Facebook and how to promote fan pages.

Only experienced applicants need to apply with proof of prior experience.

E-mail to be sent to the contractor after hire:

"Hello!

Congratulations for being selected.

Basically, you will be promoting this fanpage: [Fanpage URL].

Here's what you have to do to promote the fanpage:

Search for all Facebook groups relevant to this fan page and join them. After you have joined the groups, start posting messages and interacting with other Facebook users in the group. Do not argue with any members. The goal is to befriend people and try and make sure we get as many likes as possible to our fanpage. Please provide me a daily report of the progress you have made. In the report, you can include your comments and the location where I can verify your comments.

In this e-mail message, you will find an attachment with user name and password to access the above fanpage.

Thanks."

Outsourcing Rules

Method 3: Linking your feed (step 4)

Note: After you outsource, its suggested that you explain the method live being on Skype before you allow the person to completely take over.

Subject Line: Feed Poster - Easy job

Body: We need someone who is experienced with data entry and twitter.

The job involves entering information from excel sheets in to a website.

Applicants must be well versed with how twitterfeed.com and how twitter works.

It's an easy copy paste job, but we have a lot of data that needs to be entered.

Note: When you apply please let me know if you have used twitterfeed.com before or not.

E-mail to be sent to the selected candidate:

"Hello!

Congratulations for being selected.

Please open the attachment for your instructions and all login details.

The Method file explains the method step by step and there are different excel sheets with other information that is required to do the job.

Please provide me your Skype id so that I can explain it to you live on Skype 1 or 2 times so that you are acquainted with the job.

Thanks."

The attachment I am talking about in the above e-mail is included in your download. Just look for the zip file *"e-mail attachment for Method 3 Step 4"*.