

**Buyer:** Any business looking for freelancers. A Buyer can be a limited company, partnership, sole trader or institution. Charities and not-for-profits should register on [www.people4charity.com](http://www.people4charity.com) for discounted rates.

## What is people4?

The people4 websites are the only online marketplaces in the UK where businesses and organisations can search for, shortlist, select and set up contracts with freelance professionals like you.

## Registration is free!

Registration as a Seller is **completely free**. Benefit from:

### A UK-wide marketplace

Your details appear on all the people4 sites, promoting your skills to Buyers throughout the UK.

### Stay in control

You set your own hourly rate – to which we add our low management fee – and update your availability and skills.

### Simple online management

All your details managed online from your homepage, including your straightforward weekly timesheets.

### Guaranteed payment

Guaranteed payment for your work through any of the people4 sites. We also do all the invoicing on your behalf.

### Added extras

We offer these great services for a small fee:

### Premier Members

Get a more prominent public profile and get to be top of Buyer search lists. You are 16 times more likely to win a contract.

### Fasterpay

Payment five working days after the Buyer agrees your timesheet.

**Seller:** A freelancer, contractor or consultant offering their skilled professional services on a contract basis. All of our Sellers are required to be paid through a limited company, for your protection

**Management fee:** our fee is **included** in all the rates you see on our sites. The fee is set at a competitive 10% margin on our Sellers' hourly rates.

**Guaranteed payment:** By contracting through people4, your payments are guaranteed\*.  
\*When you register as a Seller, you must agree to our terms and conditions. These include the undertaking that any work you gain through the site must be invoiced through people4business Limited.

**Your brief description:** Buyers clicking on skills categories and sub-categories will see your details under the skills you have selected. **Premier Members** get twice as much space for the brief description and appear at the top of all Buyer searches.

**Your details:** All users of the site can see your hourly rate (including our management fee), your people4 rating, your skills and your brief description.

The screenshot shows the 'people4business.com' website interface. At the top, there is a search bar and a 'Sign In' button. The main content area is titled 'Media & Creative' and lists various sub-categories such as 3D Graphics/Modelling, Animation, Broadcasting, Design, Desktop Publishing, Editing, Illustration, Journalism, Languages, Photography, Printing, Security Clearance, Translation, Video, and Writing. Below the categories, there is a section for '2,834 Contractors / Freelancers / Consultants:' with a table listing individual sellers. The first seller listed is a 'Business writer-online/offline-design/tech skills, Heathfield, East Sussex, UK' with a 5-star rating, a rate of £44.44 per hour, and is available now, located 5 miles away. The second seller is a 'PHP, CakePHP, MySQL, AJAX, CSS, London, UK' with a 5-star rating, a rate of £40.00 per hour, and is available now, located 48 miles away. The website also features a sidebar with navigation links and a 'Can we help?' section with contact information.

For more information on being a people4 Seller: [www.people4business.com/info/sellerzone.htm](http://www.people4business.com/info/sellerzone.htm)

Or contact our UK-based customer service team:

0870 389 3244 | [seller@people4.com](mailto:seller@people4.com)

**Rate:** Select your own hourly rate. You can also offer a discount to charities registered on [www.people4charity.com](http://www.people4charity.com)

**My skills:** When you register, you select all your skills. You can update these at any time from your homepage.

**My CV:** Fill out your CV details here. Your brief description appears with your summary details in Buyer search results.

**My Public Profile:** Here you can see how your details appear on the people4 sites – and how they look when you are a Premier Member.

**My Ratings:** You gain ratings for all your people4 contracts. You can also request ratings from previous employers to build up your ratings – and reassure your Buyers!

**Tell a friend:** Use our simple e-mail facility to tell your friends and colleagues about people4!

**My files:** We need to verify your identity and right to work in the UK before you can start a contract; with our secure facility, you can upload a copy of your passport or identity document\*.

\* These files are double encrypted and stored on a secure server, which is not accessible from the internet.

**Payments:** You can see full details of all your payments\* and pending payments from people4.

\*Please note: for legal reasons, you must be paid through a limited company or an umbrella company that deducts tax and national insurance. (See [www.people4business.com/info/umbrellas.htm](http://www.people4business.com/info/umbrellas.htm) for more information)

**Premier Members:** For £75 a year (plus VAT), you can be a Premier Member on all the people4 sites.

As a Premier Member you are 16 times more likely to win a contract. Why? You are top of the list in Buyer searches, you feature in the Contractor Showcase on our homepages and you have an enhanced public profile to help you stand out from the crowd. You also get a discount on Fasterpay.

**My shortlists:** Here you'll see details of all the assignments you have been shortlisted for.

**My contracts:** The list of all your current and past contracts. You can update your timesheet(s) and check contract details from here.

**Timesheet**  
Preview Invoice  
Timesheet last updated by Buyer: 04 July 2008

**Timesheet:** You fill out your timesheet and submit it to your Buyer on a weekly basis. If the contract terms allow for overtime and expenses, you can fill them in here.

September 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key: ■ Rejected ■ Confirmed \* Overtime

Submit timesheet to buyer for approval  
You must submit a timesheet at least every week.

Submit Timesheet - I confirm that this is an accurate statement of hours/days work

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