

# Fixed Price Projects

A view into Hiring and Accepting Terms on Upwork

# The Basics - what stays the same?

On both Upwork AND Elance:

- After submitting a proposal/cover letter, freelancers and clients will negotiate and agree to terms
- The client will “award” the freelancer the project.
- Freelancer accepts offer and begins work on funded milestones
- Work deliverables and payments are managed via Milestones and Escrow.
- Freelancers should only work on funded milestones and payments should only be exchanged via the Upwork platform
- Payment Protection is available by using Escrow and Milestones

# On Upwork it starts with an Offer

After submitting a proposal and negotiating, the client will submit an offer

**ACCEPTED**

### View Offer

**PENDING** - Expires on July 6, 2015.

**Contract Title** Powerpoint Presentation

**Job Category** Design & Creative / Presentations

**Budget** \$200.00

**Milestone(s)**

Name	Amount	Due Date
1. Outline of project	\$10.00 (funded)	Jun 30, 2015
2. Style guide and ...	\$20.00	Jul 3, 2015
3. Review of 5 slides	\$10.00	Jul 9, 2015
4. Slides 10-15 revi...	\$20.00	Jul 11, 2015

**Offer Date** June 29, 2015

**Client Message** This is a test project to show the flow of hiring on up work

[Accept Offer](#) [Decline Offer](#)

**ACCEPTED** - by you on June 29, 2015. [View Contract](#)

**Contract Title** Powerpoint Presentation

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**Offer Date** June 29, 2015

**Client Message** This is a test project to show the flow of hiring on up work

REPORTS MESSAGES

**Lillian Travis - Powerpoint Presentation** \$200.00

Yesterday

**Lillian Travis**  
This is a test project to show the flow of hiring on up work 9:49 PM

OFFER DETAILS

Client: Lillian Travis (oDesk Premium Services > Recruiting)  
Freelancer: Maurizio La Cava  
Job Posting: Powerpoint Presentation  
Contract Title: Powerpoint Presentation  
Estimated Budget: \$200.00

Milestone 1: "Outline of project" - \$10.00 (funded) - Due Jun 30, 2015  
[View all milestones](#)

This offer will expire on Monday, July 6, 2015.  
[Review and accept](#) this offer to start working now!

[Send](#)



Receive Offer




Accept the offer




Start working  
with your client

# Here's what the offer looks like



formerly oDesk

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**Message from Lillian Travis**

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This is a test project to show the flow of hiring on up work

**OFFER DETAILS**

Client: Lillian Travis (oDesk Premium Services > Recruiting)  
Freelancer: Maurizio La Cava  
Job Posting: Powerpoint Presentation  
Contract Title: Powerpoint Presentation  
Estimated Budget: \$200.00

Milestone 1: "Outline of project" - \$10.00 (funded) - Due Jun 30, 2015  
[View all milestones](#)

This offer will expire on Monday, July 6, 2015.  
Review and accept this offer to start working now!

[Reply to Lillian Travis](#)

**Pro Tip:** You can also respond by replying to this email.

All milestones must be funded before work begins

# You can negotiate and discuss terms directly

## Workroom vs Message Center

The screenshot shows the Elance website interface. At the top, there's a navigation bar with 'MY ELANCE', 'HIRE', 'FIND WORK', 'MANAGE', and 'RESOURCES'. Below this, there's a search bar with 'Jobs' and a 'Post Your Job' button. The main content area is titled 'Powerpoint Presentation' and shows a 'Workroom' view. On the left, there's a sidebar with various options like 'Messages', 'Billing & Invoices', 'Files', 'Work View', etc. The main message area shows a message from 'Mauri... L.' with the text 'This is the result of our work !! :)' and an attachment 'Screens.pptx'. There are buttons for 'Post Message' and 'Invite People'.

The screenshot shows the Upwork Message Center interface. At the top, there's a navigation bar with 'FIND WORK', 'MY JOBS', 'REPORTS', and 'MESSAGES' (highlighted with a green box). Below this, there's a search bar and a 'RECENT' list of messages. The main message area shows a message from 'Lillian Travis' with the text 'This is a test project to show the flow of hiring on up work'. Below the message, there's an 'OFFER DETAILS' section with information about the client, freelancer, job posting, contract title, and estimated budget. There's also a 'Milestone 1' section with a due date of 'Due Jun 30, 2015'. At the bottom, there's a 'Send' button.

Keep all communication within the Upwork Message Center

# Agree and finalize contract terms

Elance

## Pay for Results (Payment Terms)

Once the freelancer completes the work and requests payment for a milestone, the client has 15 days to review the work and release funds from escrow.

Alternatively, the client can adjust the terms of the job or file a dispute. If no action is taken by day 30, funds held in escrow are released to the freelancer. [More Info](#)

## Agreement Documents

Elance Terms and Conditions apply when working on Elance. If you would like to specify additional contract documents as NDAs and Statements of Work, upload them here.

Add Attachment

Once you Accept, the Terms will become active immediately.

**Accept**  **Decline**

Submit

Cancel

- You must use Elance to accept the offer from your client, as per our Terms of Service. The Elance Work System helps you and keeps you safe.
- For Escrow jobs, you acknowledge and agree to the General Escrow Instructions, which you are able to view and print.

Submit

## View Offer

upwork

**PENDING** - Expires on July 6, 2015.

<b>Contract Title</b>	Powerpoint Presentation		
<b>Job Category</b>	Design & Creative / Presentations		
<b>Budget</b>	<b>\$200.00</b>		
<b>Milestone(s)</b>	<b>Name</b>	<b>Amount</b>	<b>Due Date</b>
	1. Outline of project	<b>\$10.00</b> (funded)	Jun 30, 2015
	2. Style guide and ...	\$20.00	Jul 3, 2015
	3. Review of 5 slides	\$10.00	Jul 9, 2015
	4. Slides 10-15 revi...	\$20.00	Jul 11, 2015
<b>Offer Date</b>	June 29, 2015		
<b>Client Message</b>	This is a test project to show the flow of hiring on up work		

Accept Offer

Decline Offer

# Your contract details are always available

## My Elance vs My Jobs

The screenshot shows the Elance website interface. At the top, there's a navigation bar with 'MY ELANCE', 'HIRE', 'FIND WORK', 'MANAGE', and 'RESOURCES'. Below this, there's a search bar and a 'Post Your Job' button. The main content area is titled 'My Jobs | My Freelancers | Opportunities <sup>BETA</sup>'. There are filters for 'Job Status All' and 'I'm the Client or Freelancer'. A search bar is present. Below the filters, there's a section for 'Mobilizer' with '1 job | Actions'. A specific job listing for 'Powerpoint Presentation' is shown, with a status of 'Finalizing Terms | Elance | Actions' and a button for 'Review Terms'.

You can view all current jobs under the My Jobs tab

The screenshot shows the Upwork website interface. At the top, there's a navigation bar with 'FIND WORK', 'MY JOBS', 'REPORTS', and 'MESSAGES'. Below this, there's a search bar and a user profile for 'Maurizio La Cava'. The main content area is titled 'My Jobs' and has tabs for 'My Jobs', 'Contracts', and 'Work Diary'. There's a 'View all Contracts' link. The 'Pending Offers' section shows a 'Powerpoint Presentation' offer for \$200.00, made by Lillian Travis, with a 'View Offer' button. The 'Hourly' section shows a 'Powerpoint Presentation - oDesk Premium Services' job, hired by Lillian Travis, with a 'View Work Diary' button. The 'Fixed Price' section shows a '[Mobilizer] Milan - Maurizio La Cava - Upwork' job, hired by Tatiana Mazarchuk, with a 'View Offer' button. On the right side, there's an 'Earnings' section showing 'Available now: \$504.49 - Get Paid' and a 'Learn about the payment schedule' link. Below that, there's a 'Tips for On-The-Job Success' section with '4 tips' and 'Previous' and 'Next' buttons. At the bottom right, there's a 'Reports' section.

# Details can be modified if the project changes

## My Elance vs. My Jobs

The Elance interface shows a job summary for a "Powerpoint Presentation" project. The client is Elance, and the freelancer is mauriziolacava. The job started on June 29, 2015, and is expected to end on July 06, 2015. The total amount is \$219.18, and the job status is "Working". The interface includes a sidebar with navigation options like "MY ELANCE", "HIRE", "FIND WORK", "MANAGE", and "RESOURCES". The main content area shows "Terms & Milestones" and "Job Summary".

The Upwork interface shows a detailed view of a project milestone for "Special Projects - Powerpoint Presentation". The project is managed by Lillian Travis. The milestone list includes:

- 1. Outline of project (due Jun 30, 2015) - \$10.00 - Approved 12 hours ago - Review submissions
- 2. Style guide and chat (due Jul 3, 2015) - \$20.00
- 3. Review of 5 slides (due Jul 9, 2015) - \$10.00
- 4. Slides 10-15 review (due Jul 11, 2015) - \$20.00

The interface also shows a summary of the project: Agreed \$200.00, Paid \$10.00, Remaining \$190.00. The client information is Lillian Travis, Special Projects, Bay Area, CA. The contract details show it is active since June 29, 2015, with contract ID 15166259.

Only clients can suggest changes or modify milestones



# Always submit and document work via the platform

## Submit Work / Request Payment ✕

Use this form to request approval for work completed. Your payment will be released upon approval.

**Milestone** Job includes selecting pre recorded green screen of Doug Baird, if appropriate and testimonials, to

**Due Date** Jun 25, 2015

**Amount** \$

**Message**

Describe work completed

[+ Attach a file](#)

Attaching work is recommended, but not required if you've already delivered the work.

Describe the work that is being submitted for approval



Attach files and documents



# Submit work to request payment

Elance® mauriziolacava | Inbox (22) | Help

MY ELANCE HIRE FIND WORK MANAGE RESOURCES Jobs Go Post Your Job

Powerpoint Presentation ▾ Elance (ET) 6:24 pm ▾

Workroom Billing

Messages

**Billing & Invoices**

Files

Work View™

Status Reports

Terms & Milestones

My Proposal

Alerts

Team Members

More ▾

Applications

View All

**Escrow Funding and Release Status**

Client	Job Type	Payment Type
Elance	Fixed Price	Escrow

**Billing Summary**

Contract Amount: \$219.18

Milestone   Delivery Date	Contract Amount	Fund Escrow
1. Final Deliverable Jul 06, 2015	\$219.18	<input type="checkbox"/>

Need to change or add more milestones? Click here.

Upwork™ formerly oDesk FIND WORK MY JOBS REPORTS MESSAGES

My Jobs Contracts Work Diary

[Back to My Jobs](#)


## Special Projects - Powerpoint Presentation

Agreed	Paid	Remaining
\$200.00	\$0.00	\$200.00

**Milestone**

1	Outline of project (due Jun 30, 2015)	\$10.00 (Funded)	<a href="#">Submit Work / Request Payment</a>
2	Style guide and chat (due Jul 3, 2015)	\$20.00	
3	Review of 5 slides (due Jul 9, 2015)	\$10.00	
4	Slides 10-15 review (due Jul 11, 2015)	\$20.00	

**Client**

 **Lillian Travis**  
Special Projects  
It's Mon 3:27 PM in San Francisco Bay Area, CA

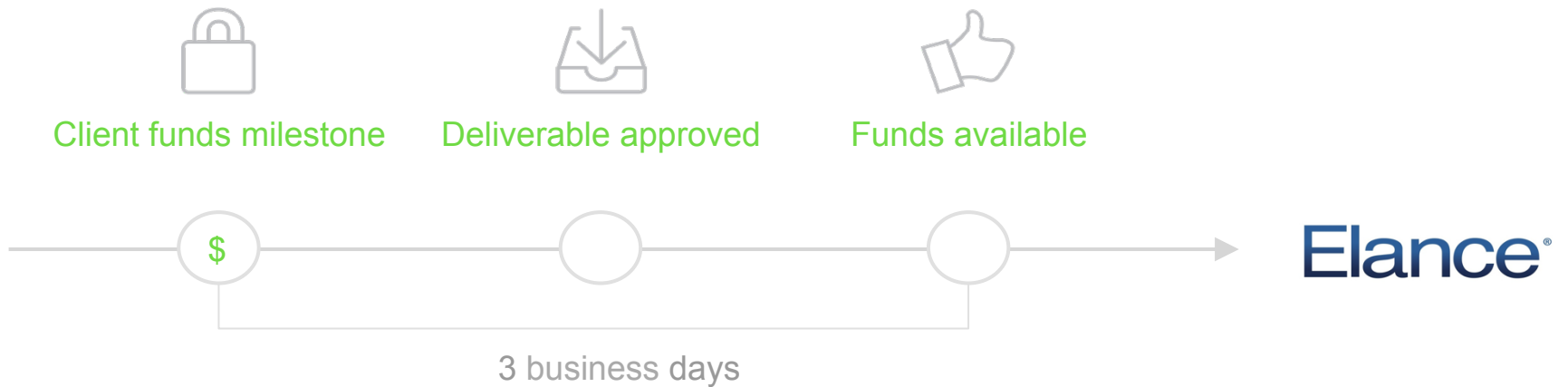
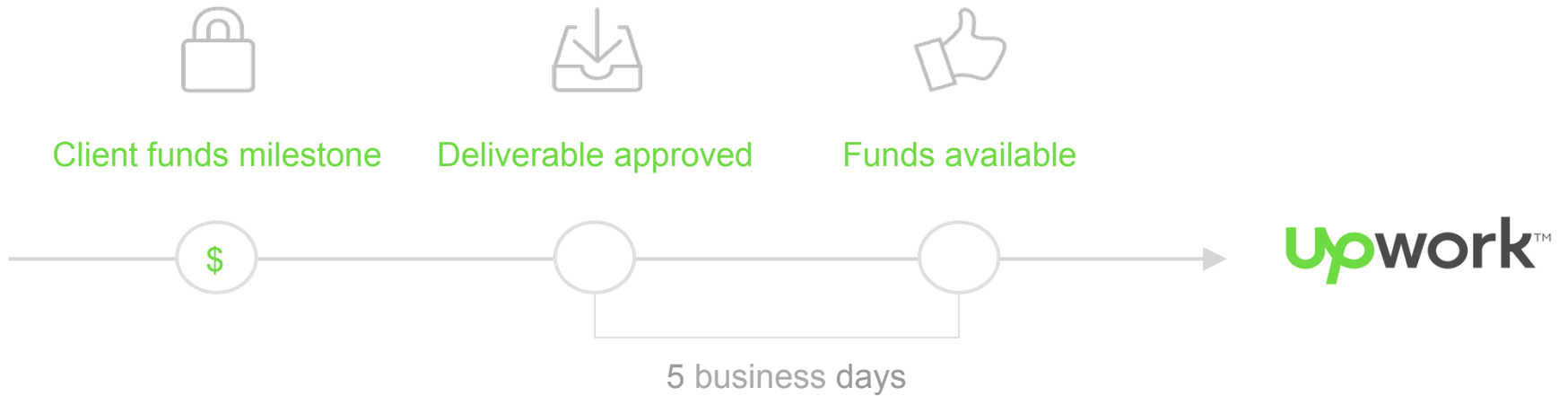
[Send Message](#) [View all messages >](#)

**Contract Details**

**Active**  
Since Jun 29, 2015 - Contract ID 15166259  
[Escrow Instructions](#)

[Give a Refund](#) [End contract](#)

# Funds become available after a security period



# More call outs - what else should you know?

Feature	Elance	Upwork
Can a contract start without a funded milestone?	Yes	No
Can freelancers document milestones/ payment terms?	Yes, they can via the proposal or job acceptance flow	No - the client will officially document milestones
What options do clients have when asked to release funds?	Release funds OR Request refund	Release funds OR Refuse approval and ask for modifications
Are freelancers asked to submit weekly status reports?	Yes	No
What happens when a client closes contract?	CL can request to cancel job w/ refund or no refund. If CL wants a refund of released funds, FL needs to approve . If CL don't requests a refund of escrow funds, they will release automatically upon cancellation	If FL approves, any remaining funds will go back to client. If FL does not approve, a dispute is opened

# More call outs - what else should you know?

Feature	Elance	Upwork
What happens when the freelancer closes a contract?	Client has 5 days to approve if freelancer wants to refund remaining funds in Escrow. If no response, any refund offered by the freelancer will be processed.	Any remaining funds go back to client
After deliverables are submitted, how long before funds are automatically released if the client takes no action?	30 business days after the date the freelancer requests release of escrowed funds	14 business days
How long before the funds become available to freelancers?	Most payments are subject to a 3 day security period (after Escrow is funded)	All funds are subject to security period - 5 days after release

# Additional Resources

Hiring Hub: <https://www.upwork.com/hiring/>

Upwork Community: <https://community.upwork.com/>

Upwork Help Center: <https://support.upwork.com/home>

# Thanks