

3.9 JOB PROPOSAL PROCESS

Freelancers can make a proposal on the liked job.

Job Proposal page has 2 main blocks:

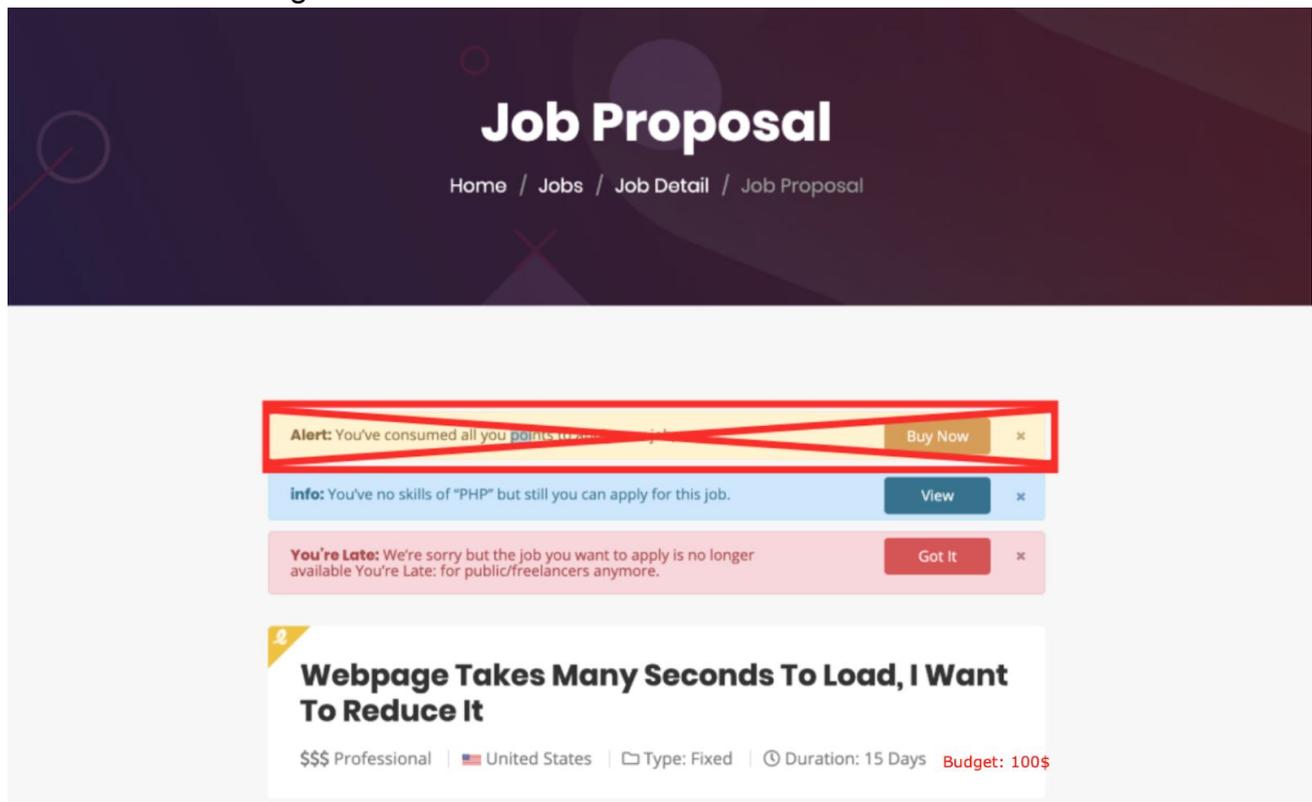
1. Job Info Block;
2. Proposal Block.

Job Info Block has:

- Job Title;
- Main info of the Job.

Also, there are 2 messages could be displayed:

1. **info:** You've no skills of "PHP" but still you can apply for this job. - is displayed when a freelancer wants to send a proposal to the job with no qualification.
2. **You're Late:** We're sorry but the job you want to apply is no longer available You're Late: for public/freelancers anymore. - is displayed when a freelancer opens the Proposal page but Job is no longer available.



Img. 54 - Job Proposal Info Block example

Proposal Block has:

- Proposal Amount field - when freelancer enter the amount Service Fee and Service Fee Deduction amounts are updated;
- Duration dropdown list;
- Description field;
- Attach File(s) button;
- Send Now button.

To submit a proposal:

1. Click the **Send Proposal** button on the job details page
2. Set the **Proposal Amount**
3. Set the **Duration** to finish the job

4. Write an introductory **Cover Letter** for the project
5. Add attachments, such as work samples, to the proposal
6. Click the **Send Now** button.

Proposal Amount

Enter Your Proposal Amount (\$) ^

Total amount the client will see on your proposal

\$ - 00.00 "Worktern" Service Fee ⓘ

\$ - 00.00 Amount You'll Recive after "Worktern" Service Fee deduction ⓘ

I CAN FINISH THIS PROJECT IN: 01 MONTHS v

Add Description*

Upload File (Optional) Attach File(s)

Logo.jpg	File size: 300 kb	✖
Wireframe Document.doc	File size: 512 kb	✖
Requirments.pdf	File size: 110 kb	✖
Company Intro.docx	File size: 224 kb	✖

SEND NOW

Img. 55 - Proposal Amount Block example

Freelancer should be able to Change Proposal Terms and propose different terms until the client Hire freelancer.

1. Go to **Profile > Proposals**
2. Find the relevant proposal in the **Proposal List**
3. Open the proposal, then click **Change Terms**
4. Enter the new terms and save changes.

Freelancer should be able to Withdraw the proposal:

1. Go to **Profile > Proposals**
2. Find the relevant proposal in the **Proposal List**
3. Open the proposal, then click the **Withdraw Proposal** button and approve a withdrawal.

After clicking on the proposal the Proposal page is displayed.

2 buttons should be added:

- Change Terms (the same fields as on the Img. 53);
- Withdraw Proposal button (confirmation popup is displayed with Yes, No options).