

Updating a Manual Order Sheet Instructions

oDesk Login Credentials:

User/email: Harrison@furlscrochet.com

Password: imafoxyboy1993

Our Favorite Contractor for this work:

Rosalina: <https://www.odesk.com/users/~01a29d770e49e81d05>

Other back up designers incase Rosalina is busy:

Ronisha: <https://www.odesk.com/users/~0171a0eb8f69a4b0a8>

Julie: <https://www.odesk.com/users/~011df587dffa857f2>

Jennifer: <https://www.odesk.com/users/~01949c6acd8872320d>

Message Script:

Hi Rosalina,

I'm getting in touch because we need a small piece of work done and I'm hoping you'll be able to do it for us. We contracted our Manual Order Product List to you a few months ago, and we need two small edits made to the list.

We would like you to add another header to the list (that says "Yarn Bowls" with the "Product Code" and "Price" headers too) and then add one item under that header that says "Wooden Yarn Bowls", has a product code of "FFYB", and a price of "\$29.99". I know that space is tight on that first page, so I'll leave it up to you to arrange everything and you can always decrease the font size to make it easier to fit on one page if you want.

Let me know if you're available to take this job on right now, and if so we'd like to pay about \$15.00 since it will be a quick job. We're flexible though, so let me know if that doesn't work for you. Please send the final files in PDF and whatever the native format is (if you built it in Illustrator, please send us the ai file; if you built it in Word, please send us the doc file).

Thanks and let me know if you have any questions!

Warmly,

Harrison

Design Guidelines

Include this script into your email message if we've never worked with a designer before. Also be sure to attach some of our past manual order sheets to give them direction:

We have a few design guidelines we'd like you to stick to for certain elements of the manual order sheet. For example:

Logo:

Attached below, our Logo must be centered at the top and sized like the other manual ordered sheet.

Copyright:

Details: Font size 10, Font Droid Serif or Cambria, Aligned Center

Text: Copyright Furls LLC, All Rights Reserved

Text Blocks + Headers:

Headers: Font size 18, Font Open Sans or Gill Sans, Aligned Center

Text blocks: Font size 12, Font Droid Serif or Cambria, Aligned Center with 1 Indent on the first line of a paragraph

You can see how these guidelines are followed on some of our past manual order sheets (attached below).

Task Checklist:

Remember to always:

- Include full details of the product we need adding
- Include full details of any headers we need adding
- Include full details of any text changes we need
- Remind the contractor that they have creative license and can make formatting/layout decisions on their own
- Keep the price low, but mention we're flexible
- Ask for both PDF and Native File Formats
- If we've never worked with a contractor before, include our design guidelines details script
- If we've never worked with a contractor before, include examples of past Manual Order Sheets to give them inspiration