

Tab 1

Sample Job Request Template for a Content Writer

You can copy, paste, and customize this example when submitting your request on FreeUp. Adjust the details to fit your business and content goals.

Job Title: Content Writer for [Type of Content: blog posts, web pages, product descriptions, etc.]

Description:

We're looking to hire a content writer who can create high-quality, engaging, and SEO-friendly content for [your industry]. The ideal freelancer will have experience writing for [target audience or niche] and be able to match our brand's tone and voice.

Project Details:

- **Type of content:** [e.g., blog posts, email newsletters, website copy]
- **Word count:** [e.g., 1,000 words per post]
- **Frequency:** [e.g., one article per week, one-time project]
- **Goal of the content:** [e.g., drive traffic, increase conversions, educate readers]
- **Tone and style:** [e.g., professional, conversational, authoritative, friendly]
- **SEO keywords or topics to include:** [list here if applicable]
- **AI use:** [acceptable / not acceptable / open to limited use for research only]
- **Deadline:** [date or turnaround time]
- **Revision process:** [e.g., one round of edits included]

Preferred Skills or Experience:

- Proven writing experience in [industry or topic area]
- Strong understanding of SEO best practices
- Ability to meet deadlines and follow detailed briefs
- Experience with [tools or platforms if relevant, such as WordPress, SurferSEO, etc.]

Budget: [Specify your preferred rate or range, such as \$40 per article or \$25–\$35/hour. Indicate if you prefer fixed-rate or hourly.]

Additional Notes: [Include any examples, reference links, or brand guidelines here.]

Pro Tip for Clients

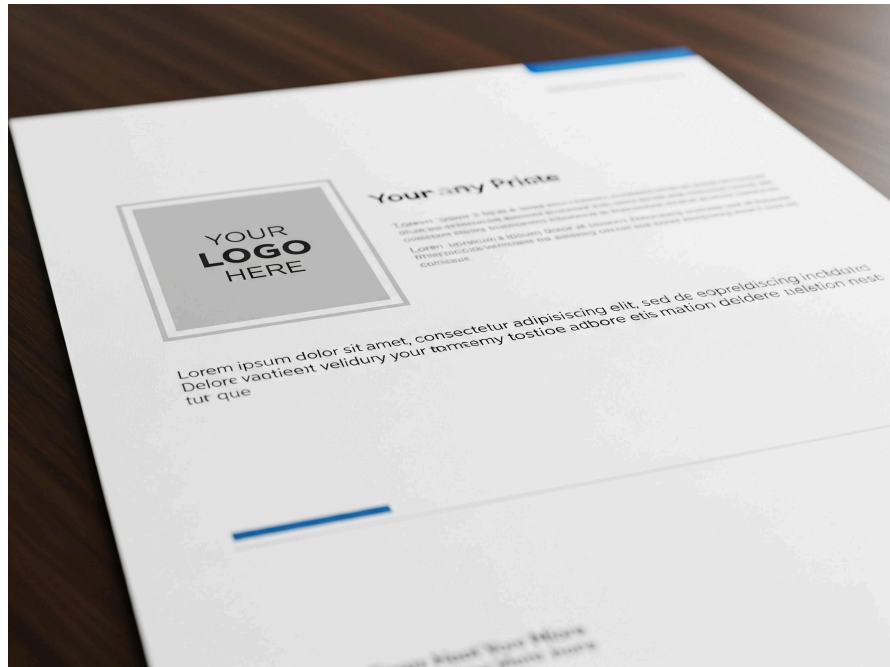
The more details you include, the easier it is for the matching team to connect you with the right freelancer. If you're unsure how to word your request, your account manager can review it before you submit.

Tab 2

Branded Document Template

This template is designed to help you create consistently branded documents for your organization. By using this structure, you can maintain a professional image across all your communications.

Company Logo and Branding Elements



- **Logo Placement:** Typically, the company logo is placed at the top of the document, often in the header.
- **Color Palette:** Utilize your official brand colors for headings, borders, and other design elements.
- **Typography:** Maintain consistency with your brand's official fonts for headings and body text.

Document Header

The header section should contain essential information that identifies the document and your organization.

- **Document Title:** Clearly state the title of the document.

- **Date:**  Date
- **Version Number:** [e.g., 1.0]
- **Author:**  Person

Introduction

Provide a brief overview of the document's purpose and content.

[Insert introductory text here, outlining the document's objectives and scope.]

Content Sections

Organize your document into logical sections with clear headings.

Section 1: [Section Title]

[Insert content for Section 1 here. This could include text, lists, or tables.]

Section 2: [Section Title]

[Insert content for Section 2 here. Consider adding an image to break up text.]



Section 3: [Section Title]

[Insert content for Section 3 here. You can use tables to present data clearly.]

Category	Description	Status
Item A	Detailed description for item A	Complete
Item B	Detailed description for item B	In Progress
Item C	Detailed description for item C	Pending

Conclusion

Summarize the key points of the document and provide any final remarks or calls to action.

[Insert concluding remarks here.]

Contact Information

Include relevant contact details for your organization.

- **Company Name:** [Your Company Name]
- **Website:** [Your Company Website]
- **Email:**  Person @[yourcompany.com](#)
- **Phone:** [Your Company Phone Number]
- **Address:**  Place

Important Resources

Provide links to any supporting documents or resources.

- **Style Guide:**  File
- **Brand Guidelines:**  File

Related Calendar Events

If this document is related to any specific events, link them here.

- **Launch Meeting:**  Calendar event