

**RICH**  
your way of life



## **Solutionist Handy Guide**

*brought to you by Richroad Holdings Pte Ltd (Singapore)*

# SERVICE LISTING GUIDE

- 1 Job Information
- 2 Scope & Pricing
- 3 Message to Buyer
- 4 Gallery
- 5 Publish

## Create Service

Service Title

Description

Category

Subcategory

Tags

Status (Service Availability)

Next

- Please select -

Articles & Blog posts

Translation

Proofreading & Editing

Resume writing

Cover Letters

Writing LinkedIn Profile

Copywriting



### Useful Tips

1. **Service Title** - Short title of service offers  
eg. I will design a modern & minimalist business logo  
eg. I will create responsive website for business in just 2 days
2. **Description** - Description of service offers  
eg. One-Page scrolling or 4 Pages Site, Slider, Contact Form, Google Map, Blog and Social Media Integration
3. **Category** - This field is pre-filled based on the input at Profile page
4. **Subcategory** - Select the most suitable sub service category from the dropdown list
5. **Tags** - This helps in SEO keywords (multiple keywords are allowed)
6. **Status** - To determine service availability  
eg. to delist a service published, change the status to "Paused". This will help to improve client service experience

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## Scope & Pricing Solutionist ?

Base Price

\$ day ^  
hour  
day

Estimated Duration

1 day v

No of Revisions Allowed

1

☒ Package Included

Item

☐ Description

+ Add New

Previous

Next



### Useful Tips

- 1. Base Price** - To set pricing base on hourly or daily  
Note : Pricing guide can be referred at Solutionist ?
- 2. Estimated Duration** - Time required to deliver this particular service
- 3. No of Revisions Allowed** - Number of revisions allowed without extra charge for this particular service before due date
- 4. Package Included (1 item per column)** - To list by item that will be included in the overall service package. To add next item, click "Add New"  
eg. 4 items included in this package will need to add new 3 times
  - Design Customization
  - Content Upload
  - Responsive Design
  - 3 Plugins/Extensions
- 5. Description** - Check the box to elaborate on each item listed for client's better understanding (this is optional)

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## Requirements

Message to Buyer (what you required from client)

ie. Message seller before place order

☒ FAQ

Question

Answer

**+ Add New FAQ**

Previous

Next



### Useful Tips

**1. Message to Buyer** - A clear instruction to client to ease this service request

eg. Please elaborate the scope of work required

eg. Please indicate whether the audio is for commercial use

**2. FAQ (1 question per column)** - This is to manage client's expectation before requesting a service. To add next question, click "Add New FAQ" (this is optional)

eg. What do I need to provide to start working with you?

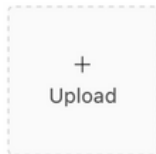
eg. Do you do custom design as well?

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## Media Gallery

Gallery



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### Useful Tips

1. **Gallery** - Upload sample works for client's reference in this particular service listed. This will improve the chances of your work being noticed.  
Note : upto 5 images allowed

# SERVICE LISTING GUIDE



## Publish

These Terms of Service ("Terms") govern your use of the websites (including but not limited to [www.rr-asia.com](http://www.rr-asia.com)) and services (collectively, the "Platform") provided by RICH (as defined below).

### 1. General

1.1. These Terms apply to all Users of the Platform, including without limitation Users who are Solutionists, Solution Seekers, merchants, or contributors of content, information and other materials. If you are entering into this agreement for and on behalf of a business entity, and the term "you" in this agreement shall mean the business entity on whose behalf you are using the Platform, unless the context does not permit.

☐ I agree to the term of service

**Publish**

### Useful Tips

1. **Publish** - You are required to read the Terms of Service (TOS) and check the box before proceed to publish the service

Note : For reference, copy of TOS can be found at the bottom of the portal