

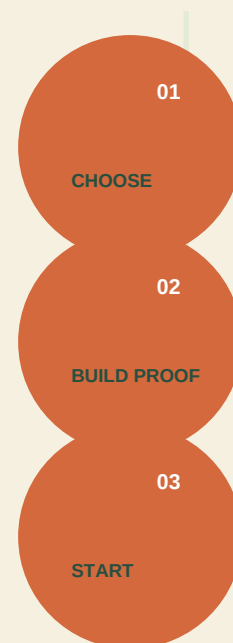
FREELANCE BUSINESS SYSTEM FREE SAMPLE

Contents, one practical lesson and a complete example

Review the actual teaching style before choosing a kit

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A working resource. Keep the examples fictional; make the decisions your own.

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01 Who this level helps

For an experienced freelancer with repeat work or a small client roster who wants dependable delivery, healthier margins and a deliberate path to scale.

A packaged offer suite, delivery playbook, client health review, retainer model, capacity plan, payment routine and 90-day improvement plan.

02 Choose the right kind of growth

- More revenue is not the only growth target. Identify whether the constraint is lead quality, delivery capacity, repeat work, price discipline, cash timing, or quality control.
- Map current work by buyer, service, hours, direct costs, revision load, payment timing, repeat potential and risk. Separate booked revenue from cash received.
- Choose one improvement for 90 days and define an observable measure: fewer overdue receivables, lower rework hours, more repeat briefs or a healthier capacity buffer.

03 Sample monthly review video editor

May delivery review and June decision

Completed: 14 of 16 planned clips, with caption checks and version records for every approved file. Two clips await replacement footage because source audio was incomplete. The client approved new files on 28 May; both will join June's first delivery batch. Time used was 31.5 hours against a 28-hour plan, mainly because the first two briefs changed after editing began. For June, I recommend keeping the 16-clip ceiling, adding a two-day approval window and confirming source completeness before the edit queue starts. No claim is made about views or sales.

- Separate completed work from work blocked by missing inputs.

Show the capacity variance and its cause.

- Ask for a decision that makes the next month workable.

Research sources

External prices, yields, fees, and regulatory claims use the source markers shown throughout this guide. Verify time-sensitive figures before committing capital.

[S1] Ajira Digital Programme

Publisher: Ministry of Information, Communications and the Digital Economy

Geography: Kenya

<https://ajiradigital.go.ke/>

Check current free online-work training and mentorship options; do not promise placement or income.

[S2] Digital labour in Kenya

Publisher: International Labour Organization

Geography: Kenya

<https://www.ilo.org/sites/default/files/2024-06/24004-ILO-Digital-Labour-Kenya-v6%20Final%20May%2031%202024.pdf>

Research on digital labour workers in Kenya, including online freelancers and microtask workers. The report describes opportunities and working-condition risks.

[S3] Staying safe on Upwork

Publisher: Upwork

Geography: Global

<https://support.upwork.com/hc/en-us/articles/211067668-Staying-Safe-on-Upwork>

Check current marketplace requirements for payment, communication, tests, account access and suspicious requests before acting.