

Home Based Typist



Data Entry Specialist

Fellow Home Based Typist / Data Entry Specialist,

You have taken the first step in attaining your goal of working from home. With the information provided in this training material you will be able to get started working from home today. The training material is broken down into 5 easy to read sections:

Section 1 – Getting Started

Section 2 – First Response Letter

Section 3 – Getting Paid

Reference Section A – Employment Ads

Reference Section B – Free Online Ad Placement

Please read each section carefully. Your success depends on how hard you want to work at it. If you put forth the time and effort, you WILL make money and gain valuable time with your family.

Best of luck to you!

Chris

ALSO NOTE: This concept is 100% legal, refer to US Postal and Lottery Laws, Title 18, Section 1302 and 1341, or Title 18, Section 3005 in the US code, also in the code of Federal Regulations, Volume 16, Sections 255 and 436, which state a product or service must be exchanged for money received.

Complete Success is within your reach!

SECTION 1: Getting Started

To get you started making money, we have some simple steps for you to follow. Your first steps are to place ads similar to the one you responded to.

First Step: How to place ads

In order for anyone to respond to you about this opportunity, you must place an ad on the Internet, again, similar to the one you responded to. Use one of your own or one from the [Reference Section A](#). You may need to retype it and put it into your own words. You can place your ads on Yahoo, Google, just to name a few. There are literally hundreds of places to place your ads for free! Remember the more ads you place the more exposure you will have and the more orders you will have emailed to you. I cannot stress this enough: DO a search in any major search engine like Google.com or Yahoo.com for "free job postings" or "free job sites" and that should give you more than enough to get started. When you're on those sites always look at their "links" and this will give you opportunity for more sites. Each site will walk you through the process of placing your own ad. Some places will require you to register with them; you will need to do this to post your ads. The information that you provide them with will not be in your ad unless you want it to be. You will definitely get responses, and you will definitely be processing orders right away! When I got started, I got responses four hours after I placed my first ad. Believe me, everyone's mailboxes are always full.

Use the examples in [Reference Section A](#) as a guideline for the ad you will place. PUT IT INTO YOUR OWN WORDS!

Good luck and start placing the ads as soon as possible and at as many places you can find. ([See Reference Section B](#))

SECTION 2: First Response Letter

Now that you've placed your ads and your mailbox is overflowing with inquiring minds, use the following letter (once again as a guideline – use your own words) to respond, and be prompt about it. Remember, people are waiting to make money, just like you.

Hello,

The position for Home Typist that you inquired about does require you to have a computer with email access. Printers are not at all required but can be helpful. You can begin working FT or PT; the choice is up to you. You will need minimal typing skills for this position. You will be processing orders from your own computer via your email. This work from home opportunity will make you real money. You will not have to contact anyone; you will be contacted through your email. Now you must be willing to work as with any job, and it does require some time and effort to be successful. You will be paid \$20.00 (or whatever you decide to charge for your information, if you charge \$20.00 the following example works. If you charge \$10.00 then adjust the following example as well as the one time fee. **Be sure that when you send out this letter you remove all the BLUE text.**) for each order you process, for example: if you process 25 orders a week, you will make \$500.00 weekly. The amount of money you can make is virtually endless; it only depends on the time and effort you put forth. There is a "One Time Fee" of \$20.00 to begin. This is the cost of the Training Materials. The Training Materials give you the step-by-step instructions on how YOU get started. When you receive your Training Materials you may begin working that very same day. Once you have processed your first order you will have already made back the cost of your Training Materials. You will receive your training materials through your email. This work from home opportunity is legitimate and how successful you are only depends on the time and effort you put in. I am here to help you get started and answer any questions that you may have. If you are serious, and are willing to put forth some time and effort, then I look very forward to hearing from you again.

Thank you,
Your name
Your email address

Complete Success is within your reach!

SECTION 3: Getting Paid

Okay, you've posted your jobs, you've responded to people with an initial letter telling them more about the job. Let them know that all of their questions will be answered in the training material and that there is a guarantee that they will make back what they put into it the very first time they process an order (which is the truth); okay, let's move on.

How You Get Paid

Start by asking yourself this one simple question, "**How much is my time and information worth?**" You need to decide what to charge for your time and effort that you will be putting towards your business. This is entirely up to you. You will spend a few hours a week to process, request, and work the business. So think that through before deciding how much you will charge. Would you be willing to spend "X" amount of dollars to become a home business owner? You can either be paid by cash, check, money order or you can set up your own Paypal account and have people pay you through that service. Paypal will allow a person to pay by either electronic check or credit card. Paypal is a safe and secure way to pay directly online, and you transfer the money from that account directly into your checking or savings account. It is easier and much quicker for everyone. The sign up is free! The website address for Paypal is: <http://www.paypal.com> use chris_64064@excite.com as your reference for signing up if you don't have a PAYPAL account. Make sure you tell your new prospects to use your Paypal email address to pay you. **(An additional money making opportunity is to be sure that everyone you sign into this program that doesn't have PAYPAL that you tell them to use your account name just as I did above. You will get a \$5.00 credit for each person.)**

Tax Responsibility

You will be responsible for your own taxes. You are an independent business owner so you will need to fill out a 1099 at the end of the year. Also, if you have incurred any expenses for this business, keep track of them so that you can write them off come tax time (i.e., internet bill, paper, computer supplies, training material, etc.).

Closing Points

- The more ads you place the more money you will make!
- It is good business to respond and follow up with everyone who emails.
- Be creative as possible with your business ads, but at the same time be very professional.
- Check back with the sites you place ads with and see if you need to update them.
- The more you put into your business, the more you'll definitely get out of it!

Best of luck with this! I assure you with a little bit of time and effort on your part your mailbox will be full with inquiries about the work from home opportunity and you'll be on your way to great success!

Sincerely,
Chris

Reference Section A – Employment Ads

Here are a few samples of ads you can use.

Home Based Typist/Data Entry

We have several openings available in this area earning \$300.00 - \$500.00 per week. We are seeking only honest, self-motivated people with a desire to work in the home typing and data entry field, from the comfort of their own homes. The preferred applicants should be at least 18 years old with Internet access.

No experience is needed. However the following skills are desirable:

- Basic computer and typing skills
- Ability to spell and print neatly
- Ability to follow instructions

Requirements:

- Computer with Internet access
- Valid email address
- Good typing skills
- Basic Internet knowledge

If you fit the above description and meet the requirements please apply at: jobs@esysservices.com

Data Entry / Ad Typist at home

At home Data Entry Position, great opportunity for stay at home moms or anyone who wants to work in the comfort of your own home.

Requirements: You will need a computer with Internet access, valid email address, good typing skills and basic Internet knowledge.

You will be processing orders from your computer. How much you earn is up to you. The average salary is \$300 - \$500 per week depending on if you are working part or full time. If you would like more information, please contact jobs@esysservices.com

Please only SERIOUS applicants.

Data Entry / Home Typist

This is a legitimate work at home opportunity. Earn \$300 - \$500 per week from home typing and doing data entry. Complete Training, easy to start!

Apply at: jobs@esysservices.com

Reference Section B - Free Online Ad Placement

Where to advertise for free online:

www.Jobvertise.com

www.WorkLife.com

www.Yahoo.com

www.JavaJobs.com

www.JobAdsUsa.com

www.TeamJava.com

www.JobTrove.com

www.AS400network.com

www.Jobs.net

www.CfAdvisor.com

www.CareerSite.com

www.hwg.org

www.JobVillage.com

www.CreativeCentral.com

www.CareerFile.com

www.AreaJobs.com

www.JobsPostedFree.com

www.BigJobs.net

www.BroadcastaResume.com

www.FocusOnResumes.com