



Freelance Bible

FIND OUT IF FREELANCING IS RIGHT FOR YOU AND
WHAT YOU NEED TO GO ABOUT DOING IT

blueskies

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WELCOME TO THE WORLD OF FREELANCE

Whether you are looking to work as a freelancer long-term, or are just trying to work whilst you hunt for the perfect permanent role, then this guide will help you through how freelance works.

Freelancing isn't for everyone as some people like the structure of working for an employer, however there are many benefits that outweigh this if you don't mind the idea of being your own boss.

POSITIVES

- **FREEDOM:** Setting your own terms, rates, choosing your clients etc.
- **WORK/LIFE BALANCE:** Want a holiday at short notice...then take it!
- **VARIETY:** Working on projects from many different sectors doesn't allow boredom and routine to set in.

NEGATIVES

- **INCOME:** Sometimes payment from clients are not always prompt and job flow can be inconsistent.
- **GOING IT ALONE:** It can get lonely as some people miss being part of a team.
- **ADMINISTRATION:** Invoices, tax returns etc.

Chances are you will be earning more than permanent members of staff. If you need to discuss money, be selective as to whom **you talk with.**

Try and make it your job to make life easier for your client. The easier their life becomes, confidence builds and the more likely they are to keep you or have you back.

Save your earnings for rainy days and the periods of less work.

Sometimes when your Freelancing, full time employees with all good intentions will make suggestions of long term contracts. However business models change, people leave, higher level bosses dictate and budgets get cut. Take things with a pinch of salt to avoid disappointment as goal posts tend to move.

WHAT YOU CAN EXPECT FROM US

When you are introduced as a freelancer to a blueskies client we will send you all the relevant details for the placement and provide our client with a copy to ensure expectations are managed on all sides.

Sole Trader? Payroll? Umbrella company? We will advise and help you decide the method best for you to ensure you get paid!

We will ensure that from the day you register with us that you comply with all legislation. In order to do so will need you to supply us with certain documentation.

WHAT WE EXPECT FROM YOU

Occasionally clients will choose to contact you direct for repeat bookings. On these occasions clients will let us know in retrospect, however we also rely on the freelancer to inform us as soon as possible so that that we can manage expectations and ensure you are happy with the booking.

Holidays need to be agreed directly with the client. It is expected that you will then inform blueskies who will liaise with the client to see if they need additional cover for this period. Any holidays planned before a placement is agreed need to be discussed with your blueskies consultant in advance so that we can agree this with the client prior to the placement starting.

Unless stated on a specific contract, the notice period when on a freelance placement is 24 hours. However, we like to give clients the peace of mind that they would have a week's notice from a freelancer to allow us time to find replacement cover.

GETTING PAID

The rate you will be paid will be negotiated and agreed on your behalf. The rate will be agreed on an hourly/daily rate which will be detailed on your placement confirmation, provided prior to the commencement of the booking.

There are three ways to get paid:

- If you are set up as a [limited company](#) you are able to invoice us directly. Our payment terms to limited company freelancers are 30 days from invoice.
- If you are set up as a [sole trader](#) you will invoice the client directly. Responsibility to pay you will be with the client and you agree to their terms (usually 30 days).

The method and timing of payment will be negotiated and confirmed at the time of the booking. Standard intervals are:

- Placements up to a week - invoice will be raised for those days on completion of the placement.
- Placements running more than a week - you may be paid weekly or at end of the placement.
- Placements running more than a month - you may be paid monthly.
- Through our [payroll](#) system, which is applicable if you cannot or do not wish to register yourself as self-employed or be dictated to by the client.

You will be paid weekly (Friday) directly into a bank account based on a weekly timesheet to be signed by the client.

It is your responsibility to get your timesheet/invoice to us on time. Any delay could delay the payment to you!

[A little information on Umbrella companies](#)

Umbrella companies offer many benefits to freelancers and can either set you up as a LTD company, whereby they deal with the paperwork and saves you having to use an accountant, or on their payroll system as PAYE. One of the main benefits of using an umbrella company is that you can offset some of your expenses against tax.

When working in one place for a long period of time it can be very easy to become complacent. Make sure you don't forget that as unless under contract you can be let go at any point!

Always treat every booking as though it's a permanent position. Be flexible, it'll guarantee successive bookings.


Work hard and work smart when work is available. This will be noticed by your client.

I've always found it useful to write names of staff in my notebook, especially if you meet lots of people on your first day of assignment. Doodles of key features also help such as colour of hair or glasses.

CONTACTING US

When you are placed on a freelance assignment please ensure you take the mobile number of the blueskies consultant you have been working with.

If you are taken ill, or if there is an emergency and you cannot attend the placement, you need to let your blueskies consultant know immediately. We can then inform the client and arrange for alternative freelance cover. If you have the client contact details please make this your first contact and then inform blueskies.



We get so many of our best freelancers recommended to us that we thought we would show our appreciation.

If you have friends or colleagues who are looking for opportunities then please give them our details and tell them to get in touch or ask them to send their cv to website@blueskiescareers.co.uk

If we go on to place them you can pick from our rewards goody list to the value of £25 is a temporary position or to the value of £125 if a permanent position.

Just make sure that your friends mention your name when they register and we'll do the rest.

Please note, the candidate must not already be registered as a freelancer with blueskies.

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