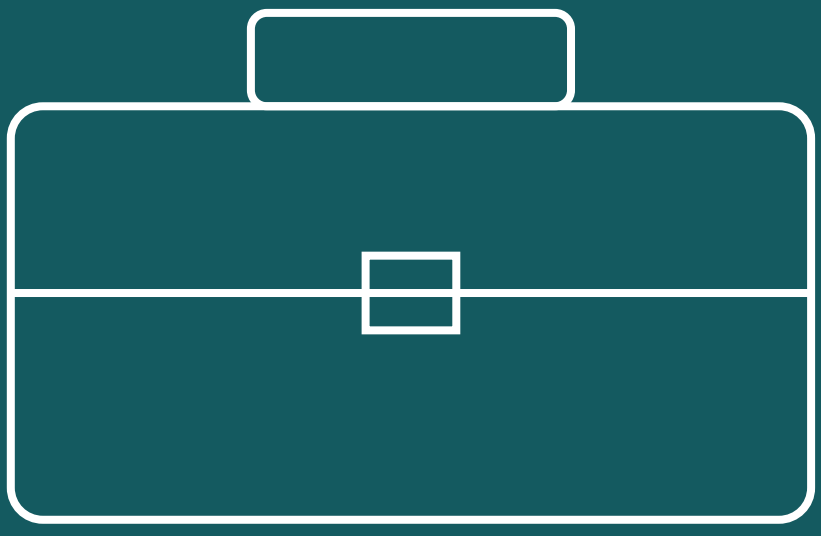
BOOKCHOWK / PRACTICAL MINI BOOKS

Before You Hire a Freelancer

A practical shortlist and briefing workbook for a small business



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10 focused pages + editable companion | 5 November 2026

One useful result

A practical shortlist and briefing workbook for a small business. Work through one lesson at a time, then use the three printable worksheets on a real, low-stakes situation.

Your route through this mini book

1. Define the decision before browsing

2. Ask for evidence that fits the task

3. Compare the whole working arrangement

4. Start small and prepare the handover

Read the lesson, compare the worked example and complete the action. Pages 7-9 are writing sheets; page 10 helps you review the result. The editable Markdown companion contains the same prompts for reuse in a notes app.

For personal learning and practice. Examples are fictional; adapt the worksheets to your situation.

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Define the decision before browsing

Write the result you need, the work you can supply and the constraints that matter. Distinguish a finished deliverable from a broad ambition such as more sales. A freelancer can promise an agreed output more credibly than a market outcome they cannot control. Decide who will approve the work and how much time that person can give. A realistic brief helps you compare candidates doing the same job rather than comparing unrelated prices.

Worked example

A bakery needs six product photographs on a plain background for its menu. It can supply the products and location. It does not need a full brand strategy or an unverified promise of increased orders.

Try it now

Write one output, its quantity and format, your inputs, the approver and the real deadline. Mark any requirement that is still undecided.

NOTICE → CHOOSE → TRY → REVIEW