

HOME BASED TYPIST **DATA ENTRY SPECIALIST**

Complete Success is within your reach!

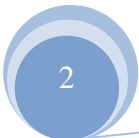


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You have taken the first step in attaining your goal of working from home. With the information provided in this training material you will be able to get started working from home today. The training material is broken down into 3 easy to read sections. Please read each section carefully. Your success depends on how hard you want to work at it. If you put fourth the time and effort, you **WILL** make **money** and gain valuable time with your family.

Best of luck to you.

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. Home Typist / Data Entry



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Automated Solutions

Internet Business Training Guide

Overview:

The objective of this work is to teach others how to do what you will be doing. Your payment comes when you collect the processing fee for sending them the materials.

The instructions are easy to follow; the income potential from this business is limited only by the amount of effort you are willing to put forth.

Step 1:

The first step is to recruit new trainees. You will do so by placing employment ads. There are numerous websites that allow you to post job listings for free. Other sites (monster.com, careerbuilder.com) charge you a fee -- that cost usually equals a substantially larger viewership. Also, many local free newspapers or community newspapers allow you to place free classified ads. It is your choice where you want to advertise, and you would be best off trying a number of resources at first, then waiting to find out which ones work best and continuing to use them.

There is no set text for the employment ads. Again, a good suggestion is to try several ads and see which ones work best. There are some sample employment ads listed further down. The goal is to have trainees respond to you via email. Because you will get a substantial quantity of responses, it is usually a good idea to set up a separate email account dedicated to them, so your personal email account is not inundated. Remember, the more places your job ad is posted, the more responses you will receive. It is your job to research which sites will allow you to post your ads for free.

Step 2:

Respond to the email inquiries you receive. Your email response will contain a more detailed description of the work at hand. Your email should also explain that there is a small fee associated with the training materials. You can set whatever price you want for the training materials -- you can charge whatever the market is willing to pay! The typical fee ranges from \$10 to \$25. If you charge too much, people are hesitant to pay for the materials; if you charge too little, you won't receive adequate compensation for your efforts. Your email response must also include instructions on how the trainee can send the funds to you. The most common form of payment is through [PayPal](#). Everything about the PayPal account is free, and it is a secure and anonymous way to send money. Samples of these emails are given on the following pages.



Note: The Personal account on PayPal is completely free; however, you can only receive funds from someone else who also has a PayPal account. Therefore, it is recommended that you instead set up a PayPal Premier account, which also allows you to accept direct credit card payments for a small fee. You are not charged if someone sends you funds through their PayPal account, but for people who wish to use a credit card directly, you are charged a small fee (49¢ on \$10, 88¢ on \$20, etc.). This low fee is worth it, because you are still pocketing 95% of your fee. To set up a PayPal Premier account (you can upgrade your existing account or start a new one), click [here](#) or direct your browser to www.PayPal.com.

Step 3:

When someone sends you the fee, send them the training materials. Abide by any guidelines you set out in the Step 2 email, e.g. "training materials will be sent within 24 hours of payment being received". You can just reuse this training manual, or you can create your own if you prefer.

When you email the materials, it is a good idea to include a brief message in the email. Thank them for their interest, wish them good luck, and remind them that, now that they have received the instructions, the fee is non-refundable.

That's it! This really couldn't be simpler, and it is *easy* to make money using this method. Good luck!

Here are a few more tips:

- Because you are earning the money yourself, remember that your fees are taxable income. You alone are responsible for correctly reporting this income, and you are solely responsible for the consequences if you fail to do so.
- Remember to double-check the spelling and grammar in all employment ads and email correspondences. You are a professional -- make sure your communications reflect this.
- It is a good idea to personalize each email communication. The person receiving the email won't feel like just another number -- they will appreciate you addressing them as an individual.
- Some people feel that providing this service is "a scam" or may in other ways speak negatively about this line of work. But the truth is quite the contrary -- you are providing valuable information to an interested party, and are earning a reasonable fee for your services. Even though you might be skeptical at first, this is really an amazing way to make legitimate income. You'll be amazed at how quickly you will earn back the training fee, plus all the other income you will generate. I hope you have as much success as I have!



Sample Employment Advertisements

We have several openings available in the area earning \$300-\$500 per week. We are seeking only honest, self-motivated people with a desire to work in the home typing field. You can work from home, full time or part time. The preferred applicants should be at least 18 years old with Internet access. NO experience is needed. Training is provided. However, the following skills are desirable: -Basic computer and typing skills -Ability to spell and print neatly -Ability to following 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: You@youreemail.com

This home based position is a great opportunity for stay at home moms, dads, or anyone who wants to work in the comfort of their own home. There are no calling strangers or taking surveys or anything like that. Position gives you the opportunity to earn \$300 - \$600 per week. We are seeking only self-motivated people with the desire to work in this field. No experience is needed. This work is completely legit. You must have a computer with Internet access, a dedicated e-mail account, and basic typing skills. You can choose to work full-time or part-time and can choose to work the hours of your choice. You do not have to contact anyone. You will be processing responses from the Ads, which will be explained to you in your training materials. Everything is sent to your email account. There is no contract to sign; the amount that you choose to process is entirely up to you. As with any job, you must be willing to work hard and try to respond to the orders in a timely manner. Submit e-mails for more information.

Full or part-time home-based online clerical work. Position pays on a per-project basis. Internet access, typing ability, and e-mail access are required for this position. Entry-level applicants are welcome. This job pays according to completion of projects, so there is no set salary or per-hour rate. Perfect job for those with varying schedules or stay-at-home parents.



Sample Email Response

Thank you for your interest in the clerical/home typist position. Here's a brief overview of what we have to offer you. Job Description: Work from home full or part time Full online training Pay based on per-completion basis Work your own hours/days Requirements: Computer and e-mail access Competent typing ability Basic internet knowledge Willingness to learn and set goals. Details: We are seeking only self motivated people with the desire to work with online advertising. No experience is necessary. You must have a computer with internet access, a working email account, and basic typing skills. You can choose to work full or part time and the hours are set by you. You will be processing responses from advertisements; this will be explained to you in the training materials. Everything is sent to you via your email account. There is no contract to sign; the amount you choose to process is entirely up to you. As with any job, you must be able to respond to advertisements in a timely manner. Compensation: You will be paid \$10.00 to \$20.00 for each application you process. For example, if you process 35 in a week you'll make \$350 to \$700 weekly. The average person makes \$600 per week. The amount of money you earn is entirely up to you. You will be responsible for keeping track of your earnings for tax purposes. We do not take out anything for taxes or provide you with a 1099 form. Training: The training materials you receive will give you step-by-step instructions on how to get started. When you receive your training materials, you may begin working the same day. There are no special software requirements for this position. Payment for work completed: You will receive your payments through PayPal for each application you process. There is a ONE TIME non-refundable fee of \$10.00 USD. This cost covers the training materials sent to you. Once you process your first response, you will have made back this fee. This is just a small processing fee, protecting from those who are not serious about doing this work. No business can cover administrative cost, wasted time or provide costly materials to everyone who inquires about this position. If this is not acceptable for you, or you cannot afford this small cost, please disregard this e-mail. The training materials and information will be sent to your email after your payment is received; you can then start immediately. If you do not have a PayPal account, click on the link below to open a free account so you can get paid for your work and purchase your training materials. Please notify me once you have made the payment, so I can be sure the materials are sent to you. www.paypal.com Please reference youremail@address.com when setting up this free account. When making your payment, please enter nonauction in the Product/Service area. Please send your payment through PayPal to my PayPal account address: You@youremail.com You will receive your materials within twenty-four hours. If you do not, please email me with your PayPal address so I can confirm receipt.



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****This is just a sample- you may feel free to cut and paste this into your own ads, change the wording around, or come up with a totally original ad to place. This just gives you a basic idea of what to write.

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 business like.**
- **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!**

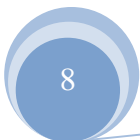


Free Advertising Websites to get you started:

Here is a list that has been compiled over some time. We recommend you print this email out and we suggest very highly that you use another e-mail address such as yahoo.com or hotmail.com. Some sites may be outdated you will need to weed out the bad ones, however there should be more than enough active ones here to post your ad and keep you busy. Also, we suggest you go to the search engines to post your ad. There are millions of Free Classified Ad Sites on them. We recommend trying www.google.com. Type in Free Classifieds and it will take you to over 1 million of them.

Remember do not Post on the same site where you answered your ad, or there will be too many of the same postings on that site and no one will get responses. Thank You for your cooperation and honesty!

<http://home.mira.net/~lions/secret.htm>
<http://icemall.com/allabout/links.html>
<http://iwr.com/free/index.html>
<http://jlunz.databack.com/netresources/zines.htm>
<http://kredit4u.com/>
<http://megaresponse.com/a?58982>
<http://members.tripod.com/~ASMktg/biznet.html>
<http://members.tripod.com/~briannaL/index.html>
<http://members.tripod.com/~kisgroup/classify1.htm>
<http://members.tripod.com/rawtech2/promote.html>
<http://multilinks.net/subserv.shtml?12672>
<http://myfreeofficelinks.com/eemail/>
<http://scout.cs.wisc.edu/>
<http://search.vu/>
<http://selfpromotion.com>
<http://sky-classifieds.com/>
<http://submitplus.bc.ca/>
<http://the1000.com>
<http://theioc.com/CLASSIFIEDS/newad.html>
<http://webmasters.cc/free/classifieds.htm>
<http://www.1ads.com/>
<http://www.1one.com/headings/headings.html>
<http://www.1second.com/1americamall.htm>
<http://www.1second.com/fread.htm>
<http://www.1west.net/>
<http://www.2001ad.com/add.html>
<http://www.5starads.com/>
http://www.5starads.com/post_ads.html
<http://www.911hits.com/index.php/28092>
<http://www.aaa.com.au/>



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<http://www.absoluteauthority.com/eazines/>
<http://www.achieveusa.com/classad.htm>
<http://www.action4u.com>
<http://www.adforfree.com/>
<http://www.adfree.com/>
<http://www.adfront.com/>
<http://www.adlandpro.com/default.asp?rep=1178>
<http://www.adlandpro.com/default.asp?rep=adland>
<http://www.ad-mart.co.uk/>
<http://www.admatic.com/>
<http://www.adnetworknu.com/st/2792145.htm>
<http://www.adquest3d.com/main.cfm?brd=1&pag=17>
<http://www.ads4free.net/classifieds/newad.html>
<http://www.adsonly.co.uk/>
<http://www.adtrackclassifieds.com/>
<http://www.adtrackclassifieds.com/index.cfm?u=3680254>
<http://www.adupdate.com/>
<http://www.advertising-america.com/index.html>
<http://www.alacarim.com/aimdirect-ezine/>
<http://www.alacarim.com/classifieds/advertise.html>
<http://www.albertarose.com/fread.htm>
<http://www.angelfire.com/ia/sid4all/freads.html>
<http://www.barnsides.com/smform.htm>
<http://www.becanada.com/index3.htm>
<http://www.belize.net/classpro/newad.html>
<http://www.bestezines.com>
<http://www.bestmall.com/class/submit.html>
<http://www.boconline.com/>
<http://www.boconline.com/top10.htm>
<http://www.buy-and-sell.com/>
<http://www.bvbargains.com/>
<http://www.cajun.com/classifieds/addad.html>
<http://www.cashquest.com/>
<http://www.centercourt.com/>
<http://www.cgmall.com/>
<http://www.citynews.com/>
<http://www.classifiedhits.com/>
<http://www.classified-marketplace.com/place.htm>
<http://www.classifieds200.com/>
<http://www.classifiedscentral.com/>
<http://www.classifiedsforfree.com/>
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<http://www.clickz.com/>
<http://www.comcorner.com/>
<http://www.createprosperity.com/newsletter.htm>
<http://www.creative-opportunities.com/newsletter.htm>
<http://www.cumuli.com/ezine/>
<http://www.cybermailer.com/classpro/newad.html>
<http://www.detlefm.com/advice.html>
<http://www.disobey.com/low>
<http://www.divtech.net/classifieds/>
<http://www.dunway.com/classifieds/newad.html>
<http://www.dunway.com/classifieds/newad.html>
<http://www.dxpnet.com/classifieds/>
<http://www.ebrittain.com/classpro/newad.html>
<http://www.edge2000.com>
<http://www.egroups.com>
<http://www.emarketingparadigm.com>
<http://www.erieclassifieds.com/>
<http://www.e-target.com>
<http://www.etext.org/services.shtml>
<http://www.exitexchange.com/>
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