

Stay In Touch

Your first responsibility is to constantly check the Email. Via Email you will be receiving notifications about incoming packages. The notification includes a tracking number, a link to a website to track the status of the package, and a name on the package. Confirm receipt of every notification, with the words "email received"



Plan Your Schedule



When a new task is assigned to you, you will receive an email with a tracking link and information about an incoming package.

Accept the Packages

After reading the tracking information of the parcel, you need to plan your schedule to be at home on the delivery date. Depending on the carrier chosen, the package may be handed over to you personally or left at the door. There will be unexpected packages, be sure to accept them too. Therefore, if the estimated delivery date has already passed, or you missed the delivery, always check the vicinity and close neighborhood for the missing packages. When you receive the package, send an Email with the tracking number of the package and the words "**Package Delivered**"



Inspect the Packages

<p>Open the shipping box and inspect the package. Make a concise report on its content and condition.</p> <p>The same goes for the packages you receive without prior notice.</p> <p>If there are different types of goods in one package, please include "Item\brand\model\qty:" for each type in the report.</p> <p>When you have a question about a package, be sure to accompany your email with the tracking number of the package.</p>	<p style="text-align: center;">Report form <i>(example)</i></p> <p>Tracking number: 1ZY17F123456789123 Item: <i>Laptop</i> Brand: <i>Dell</i> Model: <i>Inspiron 7706</i> Color: <i>Black</i> Qty: <i>1</i> Condition: <i>Refurbished</i> <i>brand new\refurbished\used\damaged</i> Packaging: <i>Not tampered</i> <i>(tampered or not):</i> <i>tampered means had been opened by a third party before you received it</i></p>
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Take pictures:

1. A photo of the shipping box (usually a brown box).
2. A photo of the shipping label of the carrier who delivered the package. It should show the sender's name, weight, internal tracking number, and other shipping information.
3. A good quality photo of the invoice (if there is one). Be sure to check the angle and quality of the photo taken. The text must be readable, vivid, and not blurry.
4. A photo of the item inside, from different angles.
5. A photo that helps to identify the product model (s). Usually the model is written on the packaging of the item, seldom on the outer packaging. It is also possible that the model is written only on the invoice.

Prepare For Shipping

1. Peel off ALL the original stickers and labels from the surface of the shipping box! Any unnecessary paperwork may confuse the package handlers and impede the package's reaching its destination.
2. Remove invoices and packing lists from within the package. We may need them later. If you find it necessary, please add packing foam or paper in the package to prevent the items from shaking or being damaged during transportation.
3. Never use a return label that comes with a package.



Print the Shipping Label and Ship the Package



1. After you submit the report, via Email you will receive a pre-paid shipping label and shipping instructions.
2. Print the shipping label (PDF file) and adhere it to the package, whereupon you take the package to the nearest appropriate delivery service.
3. Before attaching the shipping label to the package, be sure that the incoming tracking number on the package corresponds with the tracking in the subject of the Email with the pre-paid label.

Incoming number - is the number of the package you received.

Outgoing number - is the number on the outgoing shipping label (PDF file).

4. Make sure that a post office clerk scans the bar code on the label.

5. When the package is sent, Email the outgoing tracking number and the words "**Package Shipped**".



Remuneration

A paycheck is mailed one month after the commencement date. The first completed task will commence your 30-day pay trial/probation period. \$3,200.00 plus \$30 for every inspected package. The inspector contractors paid via 1099 with no taxes taken out. Every case ends with you shipping a package.



To get paid on time, two main conditions must be met:

First: All packages that you will be receiving during the training must be inspected and shipped following my instructions.

Second: When you receive a label for a package, the package must be shipped within 24 hours.

Every day of delay postpones payday.

The paycheck is a default payment method. If you want to set up a direct deposit, please notify your manager and request a direct deposit form.



Examples of Photos

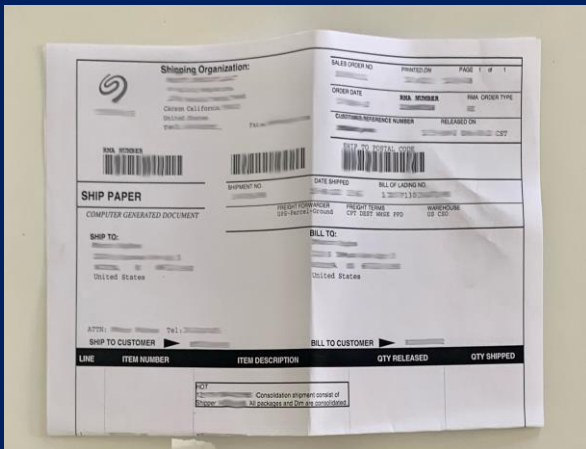
1. Shipping box.



2. Shipping box, label.



3. Invoice.



4. Item itself, in the box.

