UPWORK AND GETTING PAID

UPWORK BASICS

Alright, let's chat about what we want the most out of the Upwork platform: **MONEY.** Upwork's payment system is a bit complicated and it's sometimes tough to know when or how much you'll be getting paid.

So, let's clear things up a bit.

There are two parts to Upwork's payment system that are important to know as a freelancer:

01 UPWORK FEES

02 PAYMENT TIMELINES

First let's talk about fees. Here's how Upwork's fee system works:

WHEN YOU MAKE	THEY TAKE OUT
$500 OR LESS	20%
$500 TO $10K	10%
$10K AND UP	5%

Totals are determined per client not per project

So, let's take a real world example. Let's say you have a client that pays you a total of $2,000. Whether in a single project OR multiple projects...doesn't matter.

THE FIRST $500 —— THEY TAKE 20% OR $100 —— YOU GET $400

THE NEXT $1500 —— THEY TAKE 10% OR $250 —— YOU GET $1350

$2K PAID BY CLIENT —— YOU GET $1750

UPWORK BASICS

UPWORK AND GETTING PAID

Now let's talk about WHEN you'll get paid. Flat fee projects work a bit differently than hourly rates. So, let's talk about flat fee projects first.

01 FLAT FEE PROJECTS

A MILESTONE IS FUNDED

THAT MILESTONE IS RELEASED

5 DAY SECURITY PERIOD

FUNDS ARE AVAILABLE

NORMAL PAYOUT

In your account in 3 days

INSTANT PAYOUT

Only available in the US. $10 processing fee. In your account immediately

MAX 8 DAYS FROM FUNDING OF MILESTONE

02 HOURLY RATES

YOU CLOCK HOURS MONDAY THROUGH SUNDAY

CLIENT HAS UNTIL THE FOLLOWING FRIDAY TO DISPUTE WORK

5 DAY SECURITY PERIOD

FUNDS ARE AVAILABLE

NORMAL PAYOUT

In your account in 3 days

INSTANT PAYOUT

Only available in the US. $10 processing fee. In your account immediately

MAX 13 DAYS FROM END OF WORK WEEK

FREELANCER APPLICATION

UPWORK BASICS

That's it!

HOMEWORK

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Make sure all of your payment settings are set up the way you want on your account

NOTES

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