

## Becoming a Freelancer for Richland Source

### Should I Contribute or Freelance? What’s the difference?

*Contributors* may submit writing, photography, or video at any time through our web site. Richland Source will consider all contributed material for publication and credit the contributor for any work we publish. Contributions may include things like press releases, great photos from athletic events or community happenings, letters to the editor, opinion pieces, articles about or video captured at newsworthy events, works of fiction – anything that reflects what’s happening in your corner of our community.

*Freelancers* also submit material, but the relationship is more professional and journalistic in nature. Before entering into a relationship with a freelancer, Richland Source may request an opportunity to review writing / portfolio samples. The purpose of the review is to make sure there is a good fit between the skills of the freelancer and the needs of Richland Source. Freelancers will be offered either recurring or one-time assignments that must be completed on deadline. Finally, freelancers are paid for the work we publish. A list of open assignments are posted on our web site.

### W9 Forms and Freelancer Agreement

Once writing samples / portfolio have been approved, the freelancer will need to complete a W9 form and our Freelance Agreement. These can be returned to us at our offices or sent via electronic means if that is easier for you.

e-mail: [contact@richlandsource.com](mailto:contact@richlandsource.com)  
 fax: 419-610-2099

21 East Temple Court  
 Mansfield, OH 44902

### Rates for Freelancers

Our rates are designed to be simple and fair. Payments will be issued on the first of every month. Freelancers are paid for content that is *published* in Richland Source, which means that some submitted content may not be paid for

Articles	\$0.12 per published word. <i>Assume a 600 word maximum unless otherwise directed by assigning editor.</i>
Picture 1 + cutline	\$15.00
Pictures 2 - 5 + cutlines	\$5.00 ea
Pictures 6 - 19 + cutlines	<i>Only if specifically requested by editor.</i>
Pictures 20 or more (a gallery)	\$75.00 flat fee for published gallery of twenty or more images. <i>At least one image should be identified with a cutline unless otherwise directed by the assigning editor.</i>
Video	\$25 / 30 sec (max \$75.00). <i>Footage should be shot horizontal, edited and ready to publish. We may make exceptions for breaking raw footage. See your assigning editor in these cases.</i>