



Voices.com

Job Posting Guide

Get Started	2
Post a Job	3
Invite Additional Voice Actors	4
Review Auditions	5
Hire Your Voice Actor	6
Access and Approve Your Files	7
Frequently Asked Questions	8

Get Started: Create an Account or Log In

To create an account:

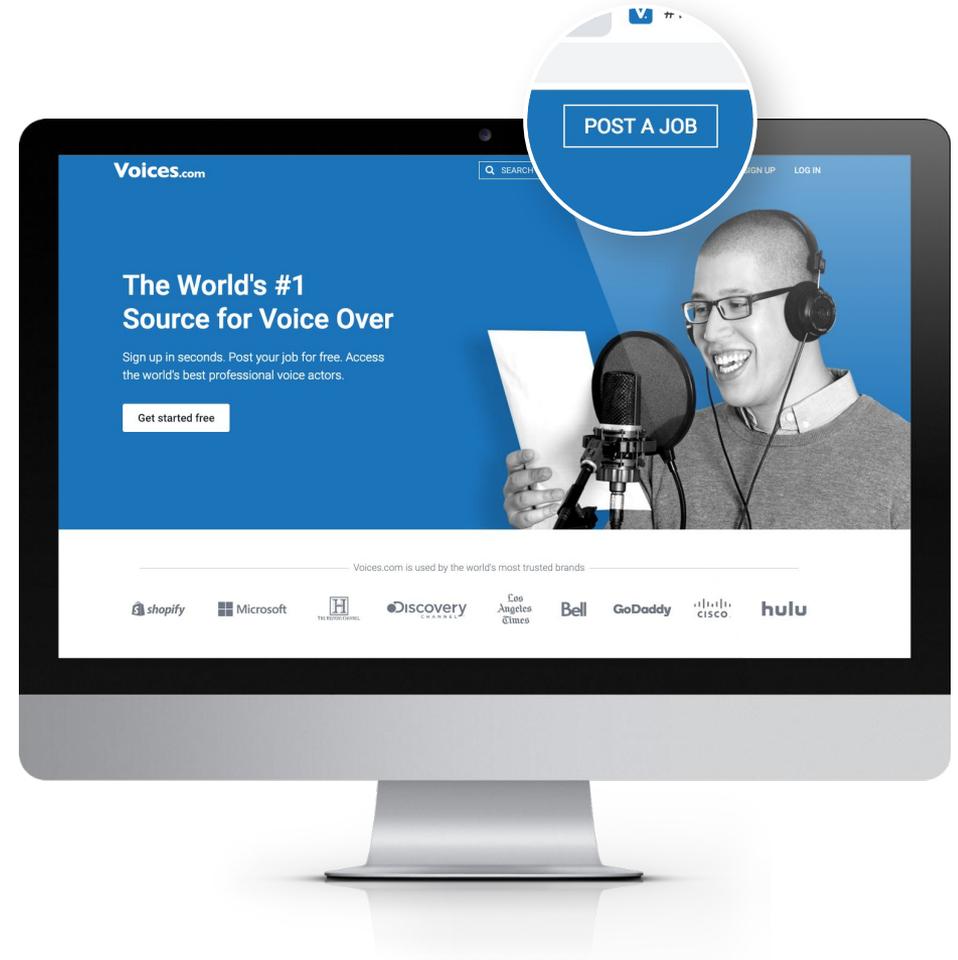
Visit voices.com/signup

If your company already has an account, you can ask the Owner on that account to add you as a team member, which will allow you to collaborate with them on jobs.

Then, click **"Post a Job"** on the top right corner of any page on Voices.com.

To login:

Visit voices.com/login and enter your credentials.



DID YOU KNOW?

Voices.com is home to **over 200,000** voice actors speaking more than **100 languages and dialects**, from all over the world.

Post a Job

From the Post a Job page, **select “Self Service”**, and complete the details requested in the form.

Remember, if ever you require assistance, we are always here to help! Give us a call at 1-888-359-3472 Monday-Friday, 8am - 8pm ET.

Helpful Tips

- The more detail you can share in this form, the better our proprietary VoiceMatch™ algorithm will function to invite the best-suited talent to audition for your project.
- Ensure you attach a portion of your script, as voice actors will use that to provide you with a custom audition.
- When you provide your Usage information, the Talent Budget field will populate, where you can either select a budget range, or specify an exact amount. This information will inform the quote which the voice actors will give you to complete your project, which will come in with their audition.
- If you have any requirements for the recording session, be sure to include those in the Job Description. For example, do you require a live directed session? If so, do you need conference call, Skype, ISDN, SourceConnect, etc.?

The screenshot displays the 'Post Your Job' form on the Voices.com website. The form is titled 'Post Your Job Self Service' and features a navigation bar with 'SELF SERVICE' and 'FULL SERVICE' tabs. The 'SELF SERVICE' tab is selected. The form is divided into several sections:

- Tell us about your company or organization:** Includes a text area for 'About Us'.
- Tell us about your project:** Includes a 'Project Title' field and a 'Job Description' text area.
- Describe Who You Need:** Includes dropdown menus for 'Language', 'Accent', 'Role', 'Style', 'Gender', 'Voice Age', and 'Usage'.
- Budget and Deadline:** Includes a 'Talent Budget' dropdown menu (set to '\$250 - \$500') and a 'Response Deadline' field (set to '2018-11-07').

At the bottom of the form, there is an 'Attach a Script' section with a 'SELECT A FILE' button and a 'Word Count' field. The form concludes with 'SUBMIT JOB' and 'SAVE DRAFT' buttons.

Invite Additional Voice Actors

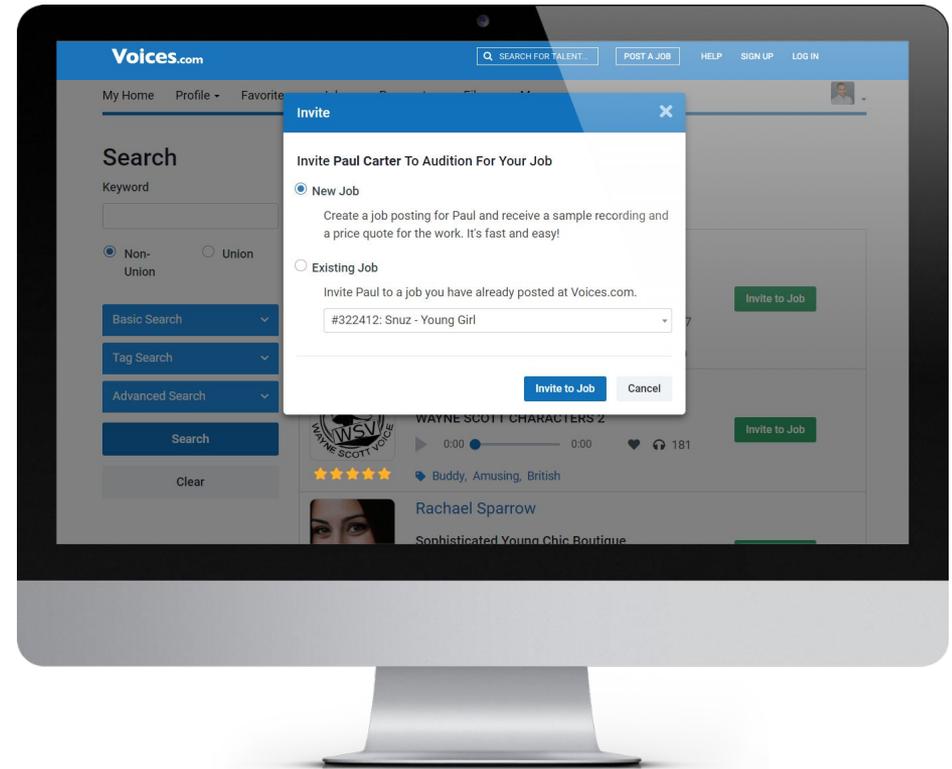
After posting a job, our VoiceMatch™ algorithm does all the thinking for you and invites qualified talent. If you also would like to browse our talent library and personally invite talent to your existing job, you can do that as well.

You can search for talent based on many criteria.

In the populated results, you can see ratings, listen to a demo, or click into a talent's profile to see more.

Simply click **"Invite to Job"** once you've found someone you like.

From the window that will then appear, select "Existing Job", and choose the job you would like to invite them to from the dropdown that will appear with all your active jobs. As well, if you would ever like to invite only one or a few specific talent to a job, you can also do that here, by choosing "New Job".



DID YOU KNOW?

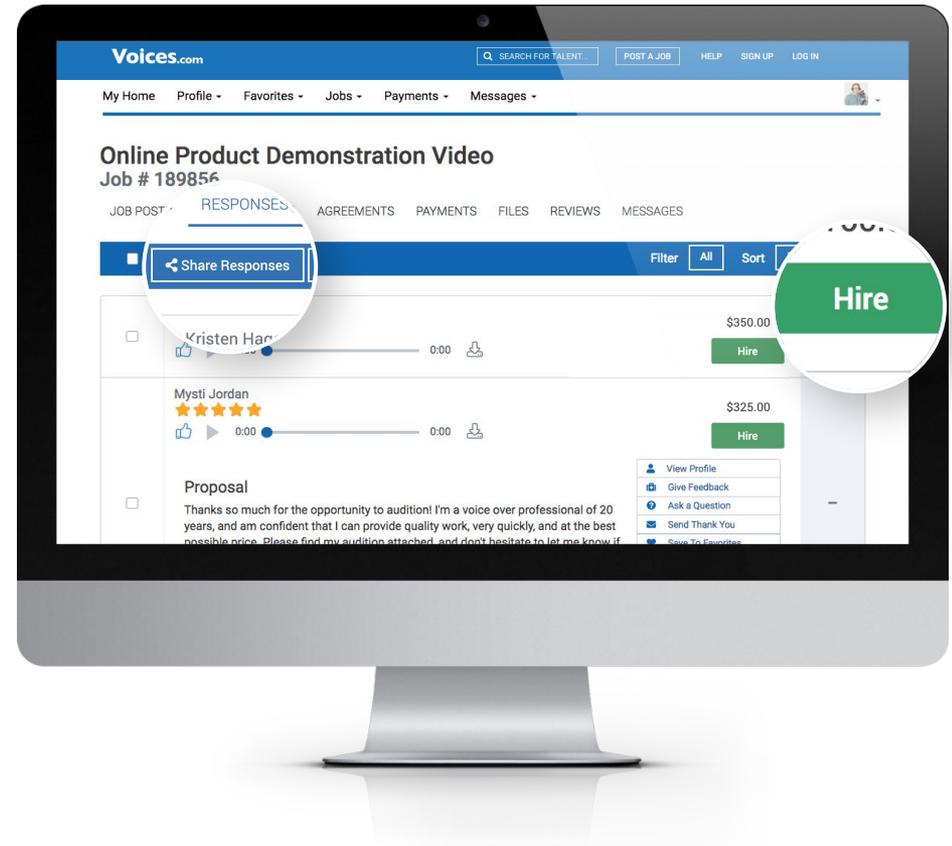
Non-union, union and international castings are all available via the Voices.com marketplace.

Review Auditions

You could begin receiving auditions for your job in as little as minutes. To listen, once logged in, go to the **"Responses"** tab for your job to listen to auditions.

From here, you can also create shortlists of your favorite auditions, as well as creating custom links to share those lists with others to collaborate. To do so, select the auditions you would like to share, and click on "Share Responses".

Once you have selected your voice actor, simply click **"Hire"**.



DID YOU KNOW?

Clients in **160 countries** trust Voices.com to find, hire, and pay voice over talent for their creative projects.

Hire Your Voice Actor

After you have chosen a voice over actor to hire, you will be directed to the payments screen, where you can pay by credit card or PayPal.

Remember that your payment is held in our secure SurePay™ escrow service **until you are happy** with the work.

Once you let us know the work is completed and you are satisfied, we release your payment to the talent.

How Much Does it Cost?

- A Self Service project on Voices.com consists of a Talent Fee and a Platform Fee. The Talent Fee is the amount quoted by the voice actor, informed by your budget, to complete your project. The Platform Fee is 20% of the Talent Fee.

The screenshot displays the 'Payment Information' page on the Voices.com website. The page is divided into several sections:

- Method of Payment:** Features logos for VISA, Mastercard, AMERICAN EXPRESS, DISCOVER, and PayPal.
- Cardholder Details:** Includes input fields for First Name, Last Name, Credit Card Number (with a masked example: XXXXX-XXXX-XXXX-XXXX), Expiry Date (mm / yy), and Verification Code (xxx).
- Billing Address:** Includes input fields for Address, City, Country, State, and ZIP / Postal Code.
- Payment Details:** A summary table showing:

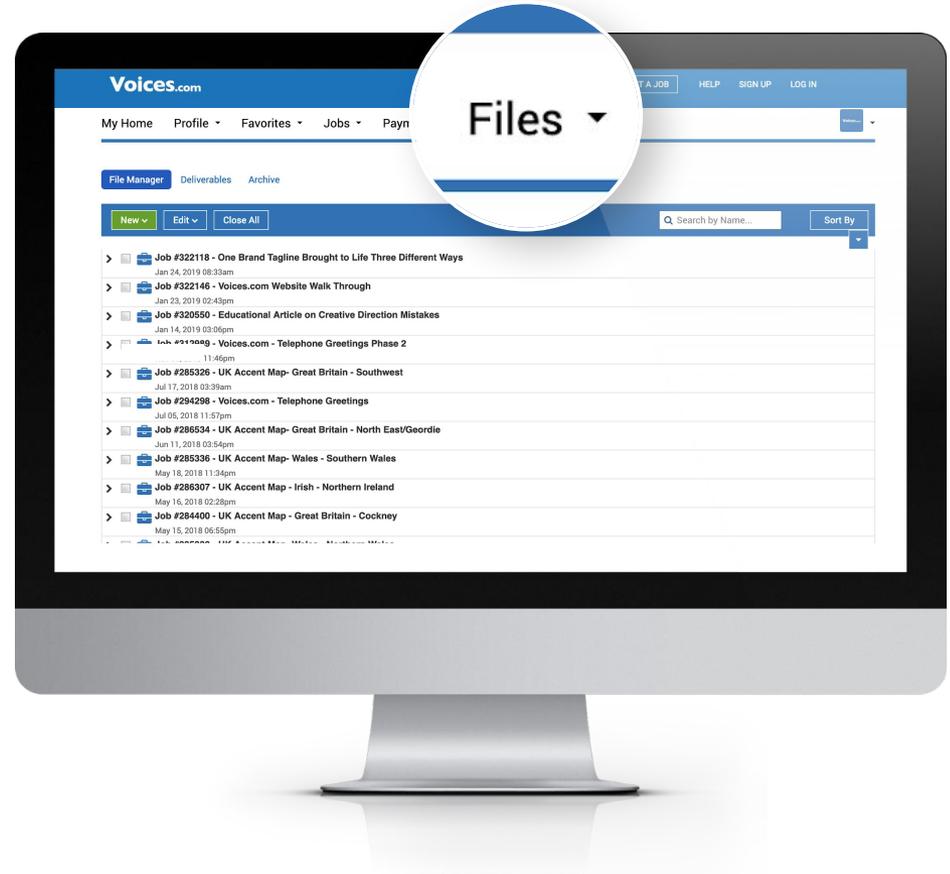
Job Title	Give your project a descrip...
Job #	
Talent	
Talent Fee	\$200.00
Platform Fee	\$40.00
20% Platform Fee includes SurePay Escrow service. Your payment will be held in your SurePay account until you're satisfied with the work completed.	
Total	USD \$240.00
- Need Help?:** A section with the text 'Contact us for help with your voice over project.' and a link for 'Email Support'.

Access and Approve Your Files

To upload, review or download files, navigate to the "Files" tab for your job. This is where any of the files you uploaded (for example, your script) are stored, where audio files from your voice actor will live, and where you will approve the final file.

All file types are supported, as are file sizes up to 2GB.

Voices.com continues to store your files for you even after you complete your job, to ensure you have a single, convenient location for all your voice over project work.



Frequently Asked Questions

We strive to make your Voices.com experience as fast and easy as possible. We are always here to help at 1-888-359-3472. In addition, we have lots of resources available to support you at [voices.com/help](https://www.voices.com/help), including answers to these frequently asked questions:

- [Rates and Pricing](#)
- [More information on Team Accounts](#)
- [How to shortlist and share auditions](#)
- [Communicating with voice actors on Voices.com](#)
- [Downloading your final project files](#)
- [How Voices.com works](#)

Thank you for choosing Voices.com!

