

Thank you for taking the time to bid on our project.

We've had an overwhelming response from a lot of very qualified people with great feedback. Our last outsourcing venture started out strong but the quality of the work went downhill very quickly & a lot of time was wasted. We are looking to work with someone on a long-term basis. So, we want to make sure that whoever we decide on is a good match for us and someone we can build a lasting partnership with.

There are times of the year where there will be a lot of this type of work in rapid succession and other times of the year where there will not be much to do.

Most of the work is pretty basic. We get product information from vendors in either a spreadsheet, catalog or from the vendor's website. We will set up examples of how we will need the product information entered into a spreadsheet. In just about all cases, the examples that we set up will serve as a template and all data will just need to be manipulated to fit within that template. It is a lot of copying and pasting but accuracy and good common sense are very important.

We have narrowed our selection down to a few providers that look the best. It is a tough choice and we'd like to have the work speak for itself. What we've decided is to request a small sample of work from each provider with the hope that it will help us make our decision a bit easier.

If this is agreeable to you, here are the details.

Before we begin, it will probably be helpful for you to take a look at an example on our website: <http://www.pillowsandthrows.com/kc91272.html> This example should help you visualize how the csv file works.

You can download the example csv file here:  
<http://site.pillowsandthrows.com/files/nurseryworks.csv>

The example csv file contains an example of how we set up our spreadsheet that is uploaded into our shopping cart. The example that we have entered can be used as a template for all other products by this vendor. This is a pretty typical example.

As for the columns of the spreadsheet, here is the rundown.

- You can always ignore A & B.
- C & D, id & code, are always the same. We are skipping them in this example because the vendor has not yet provided this info to us.
- E, path, is always going to be the same as the template. In this instance, we are only doing one type of product, Nurseryworks Baby Bedding. However, if Nurseryworks sold lamps or rugs, we would have a different path for those types of products. That path would be presented in the example.

- F is easy. It is the name of the product.
- G, H & I are always the same as they are on this spreadsheet.
- J is the price. It is 2x the wholesale price unless otherwise noted. In this instance, we are working off of the vendor's website and the retail price is shown on their website.
- You can ignore K.
- L & M are just copied down the column.
- N is column F with the vendor's name added to the beginning.
- Ignore O. We'll usually add that in later if needed.
- P is always the same as F unless we need to tweak it for search engine purposes.
- Q is where all of the work comes in. This is the product description. In this instance, the description will be the same for all products & the product sizes will not change. The only change will be in how many colors the design is available in. Even if you do not know html, the description should be pretty easy to follow along with.
- R is Options. This can be a bit confusing. However, if you look at the example URL above, you can see how these options work when the data is entered into the website.
- Everything after R can be ignored.

We are working on baby bedding called Nurseryworks. The URL is [http://www.nurseryworks.net/bedding\\_blocks.html](http://www.nurseryworks.net/bedding_blocks.html). This is fairly easy and pretty typical as far as examples go. We just need to go through the remaining groups on that page (hopscotch, lollipop, macaroni, pea berry, pinwheel, sea holly, sugarcubes, sweet violet) and add them into the spreadsheet.

Please keep in mind that the Nurseryworks spreadsheet is typical. However, we do occasionally run across products that will require a bit more time. In fact the very first group of products that we will begin working on, Wildcat Territory, has many variations within each product group:

<http://site.pillowsandthrows.com/files/January2006Multiplier.xls>

We will be doing about 12 groups off of the Wildcat spreadsheet. This is actually the most complicated off all of our vendors and is not a typical example. To be fair, we wanted to show it to you just so you understood that sometimes a bit more work is involved.

For pricing, we have been working on a per-product basis with our last provider. If that model works for you please let us know how you would like to price per product.

Please let us know what questions you have. We encourage communication and feel that there is no such thing as a "dumb question". We want you to be 100% certain as to what it is that you need to accomplish.

Thanks so much-

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