

**Please read this brief carefully before completing the role**

**JOB:**  **Taste test & review XXXXX**

**RETAILER WEBSITE:** Ocado.com

**PRODUCT:** INSERT PRODUCT NAME / PACK SIZE

**COMPLETION:**  As per the dates on the role you have booked onto

**PAY:**  £6 as a contribution towards your shopping for your time

**EXPENSES:** £xxxx to spend on **1 unit of xxx**

**RESTRICTIONS:**

1. You can only book 1 job for each retailer for this hirer (even though you may be matched to several). If you don’t adhere to the rules then your account will be liable to go on hold
2. THIS IS THE ONLY PRODUCT/S TO SELECT FROM SO IF THEY ARE NOT AVAILABLE IN YOUR ON-LINE LOCATION FOR ORDER THEN PLEASE UNBOOK THE ROLE ASAP SO OTHERS CAN COMPLETE

**WHAT DOES A GOOD JOB LOOK LIKE:**

Published review of ‘INSERT PRODUCT NAME’ on Ocado.com

Here’s an example for another product to show what good looks like

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**REQUIREMENTS OF THE ROLE:**

1. Please watch this video before you complete your online review task; <https://share.vidyard.com/watch/yZa56nF4k34N2fsT9kriQi>?
2. You must have an active Ocado.com grocery account and used it prior to this job
3. Purchase ‘INSERT PRODUCT NAME’ on Ocado.com to be delivered (you can’t buy in-store)
4. Leave a realistic time between purchase and review to allow tasting of the product before reviewing – this should be at least 48 hours after you have received your order, if you don’t your review may be declined.
5. All orders must be placed online and reviews left online for all required products

**PRODUCT INFORMATION:**

INSERT PRODUCT NAME

INSERT URL TO RETAILER SITE DIRECTING TO SPECIFIC PRODUCT ABOVE

IMAGE OF PRODUCT

ADD ANY RELEVANT PERFECT SERVE / PRODUCT / MARKETING INFORMATION

**HOW TO COMPLETE THE ROLE**

1. Follow the ‘perfect serve’ to try the product at its best
2. Once you’ve tried the products you need to review ALL of them on Ocado.com on the product page
* To do this, visit **Ocado.com** and search for each product.
* You will see the link ‘write a review’ to the right of the product image.
* Click write a review to leave your reviews.
1. When writing your review DO NOT put the name of the product as the title of the review. Consider the impression your review gives – other shoppers will read and can be influenced by your comments. Make your review genuine, unique and fair.
2. Please ensure you take a screen shot or photo of the review before you post it so we can see it.
* We need to see a good review title & your review with star rating as part of your screenshot
1. You will also need to input the text of your review in full into your timesheet too.
2. Please ensure your reviews are different for the products purchased
3. You will need to submit a copy of your receipt with your timesheet – be sure the purchase confirmation can be clearly seen. You may submit a receipt with multiple reviewed products on but it is only valid for reviews by a single wigwammer.

**POINTS TO NOTE / ON-LINE JOB RULES:**

1. YOU CAN ONLY REVIEW A PRODUCT ONCE.
2. Substitutes are not accepted on orders. If your products are substituted for a different product please decline the substitutes as we won't be able to pay for these.
3. All claimed expenses are independently audited
4. You can only claim reimbursement for products on a receipt once
5. It is not acceptable for different workers to claim for the same products purchased
6. As the receipt is for an online purchase it is important that you upload the right information to be able to verify your expenses.
7. We need to see your order confirmation, the order date and order number together with the product on the receipt. You can upload more than one image to enable this to be clearly seen
8. If instructions on the brief are not followed correctly then your timesheet may not be approved. This may also affect your rating
9. If you are ever unsure of how to complete the role / reporting then please refer to our Frequently Asked Questions [here](https://www.redwigwam.com/red-reviews-faqs) or contact us via Live chat

**REPORTING QUESTIONS TO COMPLETE AS PART OF YOUR TIMESHEET**

1. Date you placed your order
2. Date of delivery
3. Date you left your online review
4. What is the nickname you use for your reviews
5. What product did you review?
6. What star rating did you give your product?
7. Text of review
8. Upload screen shot of your review
9. Would you buy this product again?
10. Upload an image of your purchased products
11. Any other comments / feedback

Please ensure you submit your timesheet as soon as you have completed the role.

Timesheets will automatically expire 1wk after the job deadline unless stated otherwise.

**PLEASE DELETE THIS SECTION BEFORE SAVING YOUR FILE AS A PDF (remember to reduce the images as max file size is 5MB)**

To get your job loaded & live please log into your account <https://hirer.redwigwam.com/login/>

On your dashboard go to JOBS – ADD A JOB, Select Sector – RETAIL, Select Job Type – ONLINE PRODUCT REVIEWER, Select template job - OCADO.com – (SINGLE PRODUCT) Online Purchase, Taste, Test and review XXXX £6 + product costs

You will then need to update the job according to your requirement and also ensure you amend the products in the reporting section too from XXXXs / ABC.

If you need help then please pop onto live chat or email catherine@redwigwam.com