
2018 Designer Guideline



” We help overseas architects and designers
work on Chinese projects online.

Vita – Your personal project manager

SOHOVita

How to apply for a project

01

Registration

Two ways to register

- Register with a frequently used email.
- Sign up with a Facebook, Twitter or LinkedIn account.

02

Complete profile

What matters

- System will evaluate designers' competitiveness according to the profile including name, work experience, portfolio, awards, etc.
- Portfolio is the key to pass verification, and also the main criteria for client to choose a designer.

03

Verification

How long

- After completing the profile, it will take **1-3 weekdays** to verify the information.
- After verification, designers can see the competitiveness and all recommended projects in designers' home page.

04

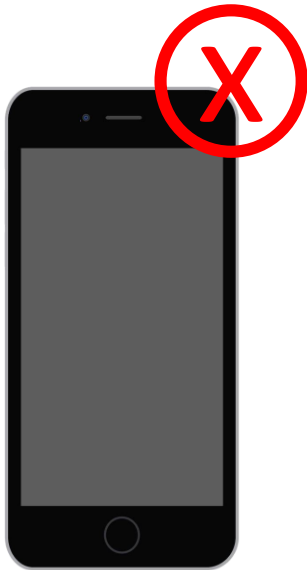
Application

Two ways to find projects

- On home page, designers can find projects recommended by the system.
- Designers can also find "Highly matched projects" on the right hand side that Vita team recommends based on professional analysis.
- Designers will get informed once the client make decisions.

Complete profile on a computer

Please visit our PC end website to fill up the profile and apply for projects.



How to work on a project on SOHOVita

First design stage

Second design stage



Application

1. Client publishes a project and pays the 1st stage design fee to SOHOVita.

2. Designers apply for the project with consent of project schedule, design fee and other requirements concerned.

Note: Designers need to sign up **Non-Disclosure agreement** and **Fixed-Price Escrow** when applying for a project.

A Invited directly

Clients can invite 1 designer directly to join the project, no bidding process. The invited designer will receive **100% of 1st stage design fee** after finishing the 1st stage, and decide whether to continue to work on the second stage.

B Bidding

Clients can choose the bidding process, which means they can choose 2-3 bidders to join the 1st project stage and select 1 winner from bidders based on the 1st stage submission.

Winner — 50%~80% of 1st design fee
Runner-up each — 10%~50% of 1st design fee.

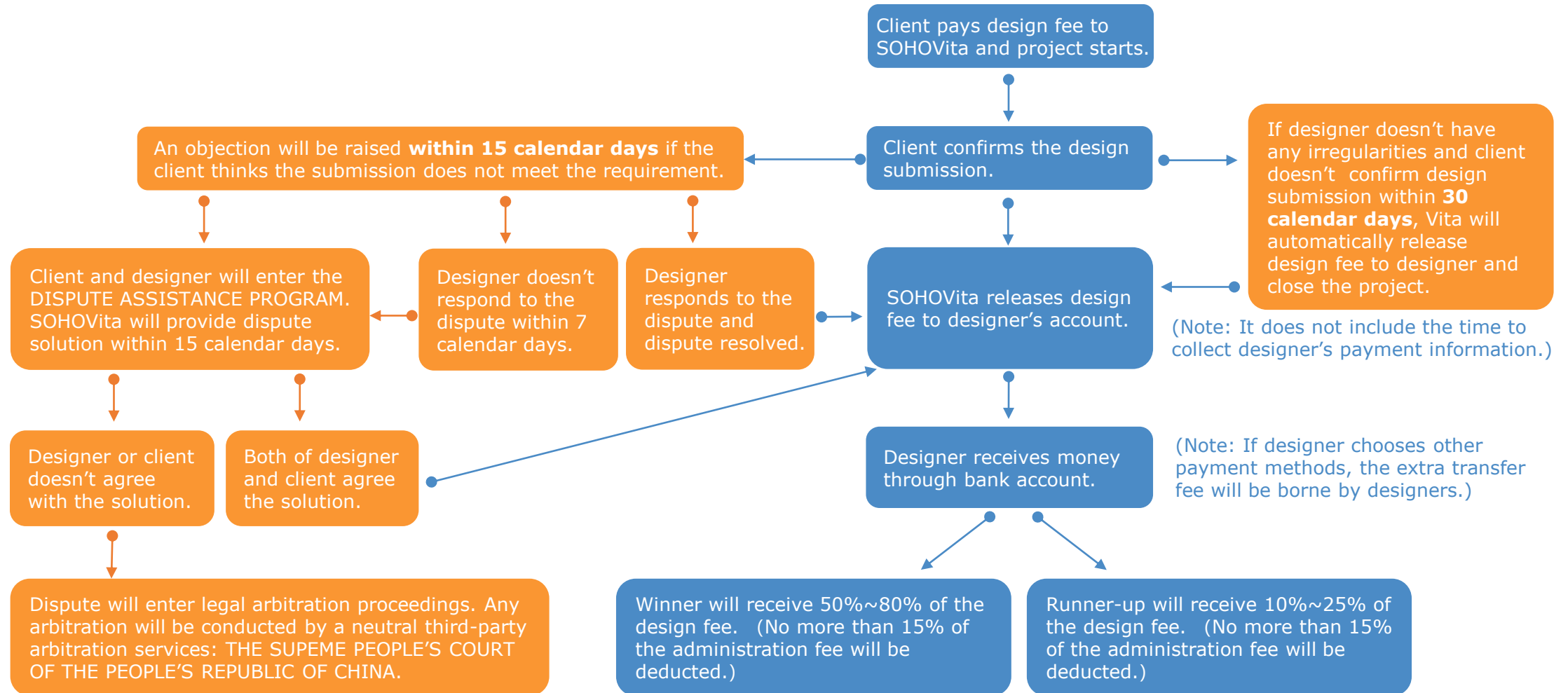
Revisions

After 1st stage submission is confirmed and winner is selected, 2nd stage will start with a feedback from the client on the revisions that the winner need to do in 2nd stage. Winner need to provide further detail proposal based on the client's feedback and submission standard.

Submission confirmed

Client will pay for next stage design fee to SOHOVita before designer starts to work. When the submission is confirmed by the client, SOHOVita will release 2nd stage design fee to the designer. Follow the above steps throughout all design stages until the whole project finishes.

Payment procedures



Premium services

1 Marketing Team
Vita team will recommend highly matched projects to designers and introduce designers' core competitiveness to clients.

2 Financial Management
Vita team will provide all necessary agreements to help deal with all financial matters during the cooperation.

3 Bidding Deposit
Designers are free to apply for all projects without any bidding deposit.

4 Files & Documents
Designers don't need to collect project files, sort out complex information, etc. Vita team will in charge of it.

**8 FREE
PREMIUM SERVICES**

5 Client Communication
For particular requirements or disputes, Vita will negotiate with client to maximize designers' benefits

6 File Translation
Vita team will translate designer portfolio, design proposal and presentation video to the client.

7 Online Interpretation
Professional interpreters provide simultaneous interpretation when designers have online conferences with clients.

8 1 on 1 Project Manager
Personal project manager will undertake anything necessary to follow up the project including consultancy, risk evaluation, etc.

Payment method

Default Method

Company bank account is highly recommended as there is no limit amount for money transfer.

If designer chooses **personal bank account**, the maximum amount each month will be \$2900. When payment is above \$2900, and it will be released separately each month until it is paid off.

Note:

1. SOHOVita will collect at most 15% of total design fee to cover tax and international transfer fee in China, excluding the fees charged by overseas banks. Relevant tax certificates will be provided.

If it is less than 15%, SOHOVita will charge according to the actual cost. If it is over 15%, SOHOVita will only charge 15% of total design fee and the rest will be borne by SOHOVita.

2. Corresponding Tax Clearance Certificate will also be provided which can exempt income tax in most of the overseas countries. If the country did not sign Tax Exemption Agreement with China, the income tax in this country will not be exempted. For more details, please check local tax law.

Other Methods

If designer doesn't accept default method, please contact SOHOVita to apply for once payment.

In this case, designer will have to bear the extra tax cost that may arise from the country of the designer which may be over 15% of total design fee.



Q&A



If client is not satisfied with my design, and repeatedly asks for modification, what should I do?

The agreement specifies details of design depth of each report. If your design is not in accordance with the provisions of agreement, it is obliged for you to make appropriate adjustments or re-report.

If your design is in accordance with the agreement, you have the right not to adjust, and the client is obliged to confirm the your design submission.

In this case, if there is a financial dispute, designers can propose to enter DISPUTE ASSISTANCE PROGRAM at any stage. And SOHOVita will help you to resolve the dispute within 30 calendar days.



Could I propose a fee on each project?

Every project comes with a fixed-price.

After application, you might be selected to be the winner directly or to be one of the 2-3 bidders. In the latter case, you will need to submit the 1st stage design file and explainer video. If you win, you will get 50%~80% of the design fee, otherwise 10%~25% of the design fee.

Once you win the bidding, you can see more details including the total design fee and design period. If you accept it, the design continues. If you reject it, the cooperation finishes. In a word, you can not bargain or issue a fee proposal, but only accept or not.



Under what circumstances will my design fee be deducted?

According to SOHOVita transaction supervision platform, the design fee will be deducted appropriately in following conditions:

1. Design submission is not uploaded on time;
2. Design submission is not as required as the provisions of the agreement;
3. Any other irregularities against with the agreements.

If designer doesn't have any irregularities and the client doesn't confirm the design within 30 calendar days, SOHOVita will automatically release the money for designer's interests.

For more questions, please visit SOHOVita's Help Center

Or contact us via email: support@sohovita.com

THANK YOU FOR WATCHING

Please don't hesitate to contact us if you have any questions.

support@sohovita.com