



Getting Paid Safely for Online Work, One Page

A free Lumaset Foundation cheat sheet – keep this by your desk

What to Remember

- Put the work, deadline, price, and payment method in writing before you begin.
- A simple agreement beats a vague promise.
- Send invoices that clearly show the job, amount due, and due date.
- Keep a basic payment log for every client.
- Never pay to get paid.
- Never send money back from an overpayment.
- Treat gift cards, crypto-only payment, and "unlock your earnings" instructions as scam signs.
- Follow up in writing when payment is late.