

# HELPFUL TIPS

## How to Be a Mystery Shopper



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### WHAT IS MYSTERY SHOPPING?

Mystery shopping is a method used to evaluate the quality of a product or service by having an evaluator pose as a customer and report on their experience.



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### WHERE CAN I FIND WORK?

The MSPA (Mystery Shopping Providers Association) is an excellent place to start. There you will find resources for shoppers including a Service Providers Search. You can use that search to find mystery shopping companies to work with. <https://www.mspa-americas.org/search/>



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### YOU DO NOT NEED TO BE CERTIFIED

Certification is not a mandatory requirement when registering with mystery shopping companies, although it is often mentioned as a potential benefit. While becoming certified can provide opportunities for business growth and access to upscale shops, it is not a prerequisite.



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### READ ALL DOCUMENTATION

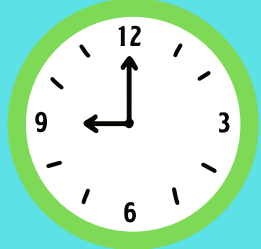
It's important to thoroughly read all documentation provided. You will receive guidelines and a questionnaire specific to the shop. Take the time to carefully review the guidelines and questionnaire, as they will outline the specific requirements and tasks you need to fulfill during the shop.



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### BE PROMPT

Timeliness is key. It is important to always submit your shop report on time. Failure to meet the deadline will result in non-payment and your shop being denied. I recommend completing the questionnaire immediately after finishing the shop while the information is still fresh in your mind.



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### BE ORGANIZED

Stay organized. Being organized is essential for success as a mystery shopper. You need to keep track of the companies you work for, shop due dates, reimbursements, and incoming payments. To manage this, I suggest creating a simple Excel spreadsheet or using a similar tool.



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### CHECK YOUR EMAIL DAILY

After signing up with multiple companies, you will start receiving emails about available shops in your area. These assignments are often on a first-come, first-served basis. Therefore, it's best to check your email daily to increase your chances of securing the shops you prefer.



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### PAYMENT

The timing of payments in the mystery shopping industry can differ between companies. While many companies typically pay within thirty days, payment periods can vary. Most companies provide payment options such as PayPal, direct deposit, or checks for your convenience.



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### TAXES

You are an Independent Contractor and not an employee of the mystery shopping companies you work. You are responsible for your taxes. Please refer to your tax professional with any questions regarding your mystery shop earnings.

