WELCOME PACKET

Hi [Name] — welcome aboard! Here's how working together goes, so there are no surprises:

- Kickoff: I'll send the onboarding questionnaire today; once it's back, work starts within 3 business days.
- Updates: you'll hear from me every [Tuesday/Friday] with what's done, what's next, and anything I need from you.
- Feedback: one round of comments at a time, all in one message or call, gets you the fastest revisions.
- Invoices: deposit before start, balance at launch, Net 14. Venmo / Cash App / card — your pick.
- Questions: email me anytime; I reply within one business day.
- When we're done: you get all final files plus a short handover note so you can run things yourself.

Glad to be working with you.
— Your Name