Client assets request checklist

Avoid starting work without necessary files or permissions.

Three steps

1. List necessary inputs
2. Ask for appropriate files
3. Confirm permission and completeness

A worked example

Asset	Logo
Required format	Vector SVG
Requested date	Monday
Received	Yes
Usage confirmed	Pending

The asset needs usage confirmation before use.

Never request passwords in shared documents.

Client assets request checklist

Use one row per item or decision. Start with what you know.

Asset	Required format	Requested date	Received	Usage confirmed

My next action / when