

Client Onboarding Expectations

Dear [Client's Name],

Welcome aboard! We are excited to have you with us and look forward to a successful partnership. To ensure a smooth onboarding process, we would like to outline some expectations and steps that will help us serve you better.

Onboarding Timeline

The onboarding process is expected to take approximately [X weeks/days]. During this time, we will be in regular communication with you to provide updates and address any questions.

Key Contacts

Your primary contact during this onboarding phase will be [Name, Title], reachable at [Email] or [Phone Number]. Please feel free to reach out anytime.

Required Information

To facilitate the process, we kindly ask you to provide the following information:

- Company Information
- Billing Details
- Project Specifications

Regular Meetings

We will schedule regular check-in meetings every [Frequency], to review progress and address any concerns. Please confirm your availability.

Your Role

As our valued client, we ask you to participate actively by providing feedback and necessary documentation promptly.

Thank you for your cooperation. We are looking forward to working closely with you!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]