

# Freelance Client Onboarding Checklist

Dear [Client's Name],

Welcome aboard! To ensure a smooth start to our collaboration, please review the following checklist:

- Sign and return the contract.
- Provide a detailed project brief.
- Share relevant brand guidelines and assets.
- Confirm deadlines and timelines.
- Set up a communication channel (email, Slack, etc.).
- Provide access to necessary platforms (e.g., Google Drive, Trello).
- Finalize payment terms and invoice format.
- Schedule the kickoff meeting.

If you have any questions or need clarification, feel free to reach out.

Looking forward to working together!

Best regards,

[Your Name]

[Your Freelance Business Name]

[Your Contact Information]