Revision and Feedback Protocols

Date: [Insert Date]

Client Name: [Insert Client Name]

Project Title: [Insert Project Title]

Dear [Client Name],

Thank you for your trust in my freelance services. To ensure a smooth revision process and effective feedback, I have outlined the following protocols:

Revision Guidelines:

- Each project includes [insert number] rounds of revisions.
- Revisions must be requested within [insert timeframe] of receiving the initial draft.
- Specific feedback is essential for effective revisions. Please provide detailed notes on what you'd like changed.

Feedback Process:

- Feedback should be provided via email or [insert preferred communication method].
- All feedback should be consolidated into one document to avoid confusion.
- For major changes, a discussion can be arranged to clarify requirements.

Final Deliverables:

Upon completion of the revisions, I will provide the final deliverables in the agreed format.

Thank you for your collaboration. I look forward to your feedback!

Sincerely,

[Your Name]

[Your Contact Information]