

Welcome to Our [Company Name] Family!

Dear [Client Name],

We are thrilled to welcome you as our new client! To ensure a smooth start to our partnership, please find below a checklist of important items to complete.

New Client Welcome Checklist

- Review and sign contract/agreement.
- Complete and submit client onboarding form.
- Schedule kickoff meeting.
- Provide any necessary documentation (e.g., identification, business license).
- Set up payment information.
- Review initial project timeline and milestones.
- Confirm communication preferences and points of contact.

If you have any questions or need assistance, please do not hesitate to reach out to us at [Contact Information].

We look forward to working with you!

Sincerely,

[Your Name]
[Your Position]
[Company Name]