Client Project Starter Checklist

Use this checklist for your first client project with Claude.

Before you start

[ ] Client goal written in one sentence
[ ] Inputs gathered (brand notes, audience, offers)
[ ] Claude project set up with the client context
[ ] Output format agreed with the client

During the project

[ ] Draft produced with a Claude project from the pack
[ ] Facts checked against the client's own sources
[ ] Voice and house rules applied to the draft
[ ] Client feedback round completed

Before delivery

[ ] Final files exported in the agreed format
[ ] Licence and usage notes attached where needed
[ ] Follow-up offer or next step proposed to the client

Pickzox bonus — free with Claude Business Brain via our link.