



# ClearSkai

TECHNOLOGIES

*Where the SKai isn't the limit, it's the starting point.*

INDEX

# ClearSkai Client Documents Index

Master index for the ClearSkai sales, contract, onboarding, approval, handoff, support, and internal workflow document library.

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PREPARED FOR

CLIENT NAME & COMPANY

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PROJECT / BUILD NAME

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CLIENT EMAIL

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DOCUMENT LIBRARY

# ClearSkai Client Documents

Use this page as the master reference for the full packet. This index has no date/version/file metadata on the cover.

## Index

- Document Packet Tracker

## Sales Team Field

- Package Recommendation Sheet
- Free Lead Audit Worksheet
- Discovery Form
- Referral Partner Form

## Contract / Close

- Build Agreement / Master Services Agreement
- Change Order Form
- SMS / Email Marketing Consent Form
- Photo / Video / Testimonial Release
- Scope of Work Form
- Payment Schedule / Split-Pay Agreement
- Third-Party Subscription Authorization

## Onboarding

- Brand Questionnaire
- Content & Asset Checklist
- Client Access & Login Authorization
- Client Welcome Form
- Content Questionnaire
- Competitor List
- Service Area Form

## Build / Approval

- Copy Approval
- Design Approval
- Launch Approval Checklist
- Revision Request Form
- Final QA Checklist



## Handoff / Support

- Maintenance Enrollment
- Final Handoff / Ownership Transfer Form
- Training Completion Form
- Support Request Form
- Warranty Claim Form
- Cancellation / Pause Service Form