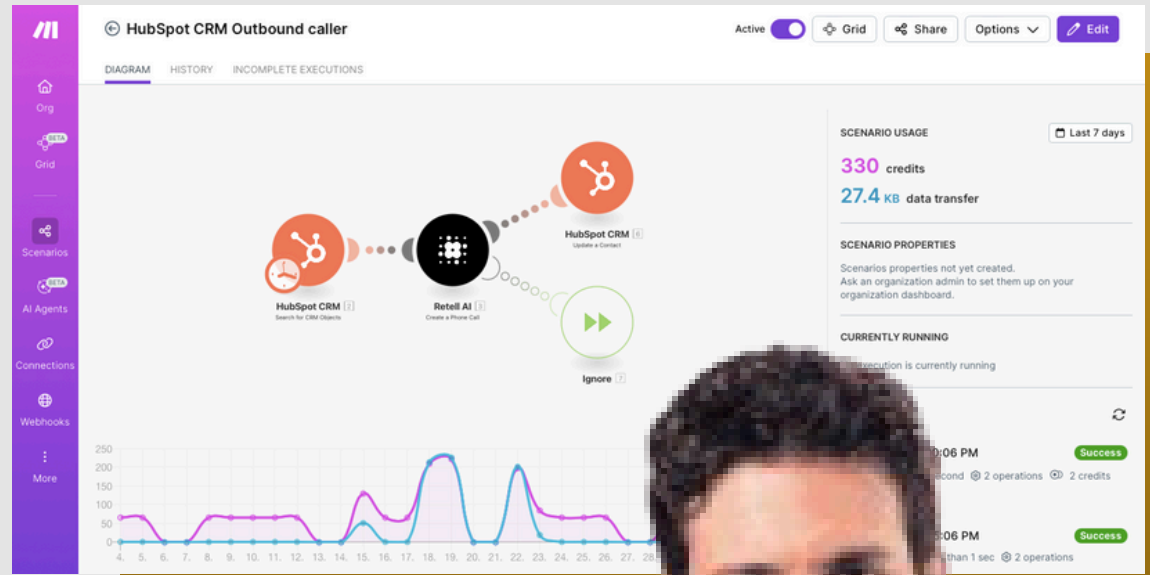




JOB AID

CLIENT READINESS CHECKLIST



Checklist:

- Client has clearly identified delegate-ready tasks
- Tasks are appropriate for admin or operational support
- Required tools and access are prepared
- Communication and review cadence is defined
- Client expectations and timelines are aligned

Starting new client onboarding or assigning a Certified VA.

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

