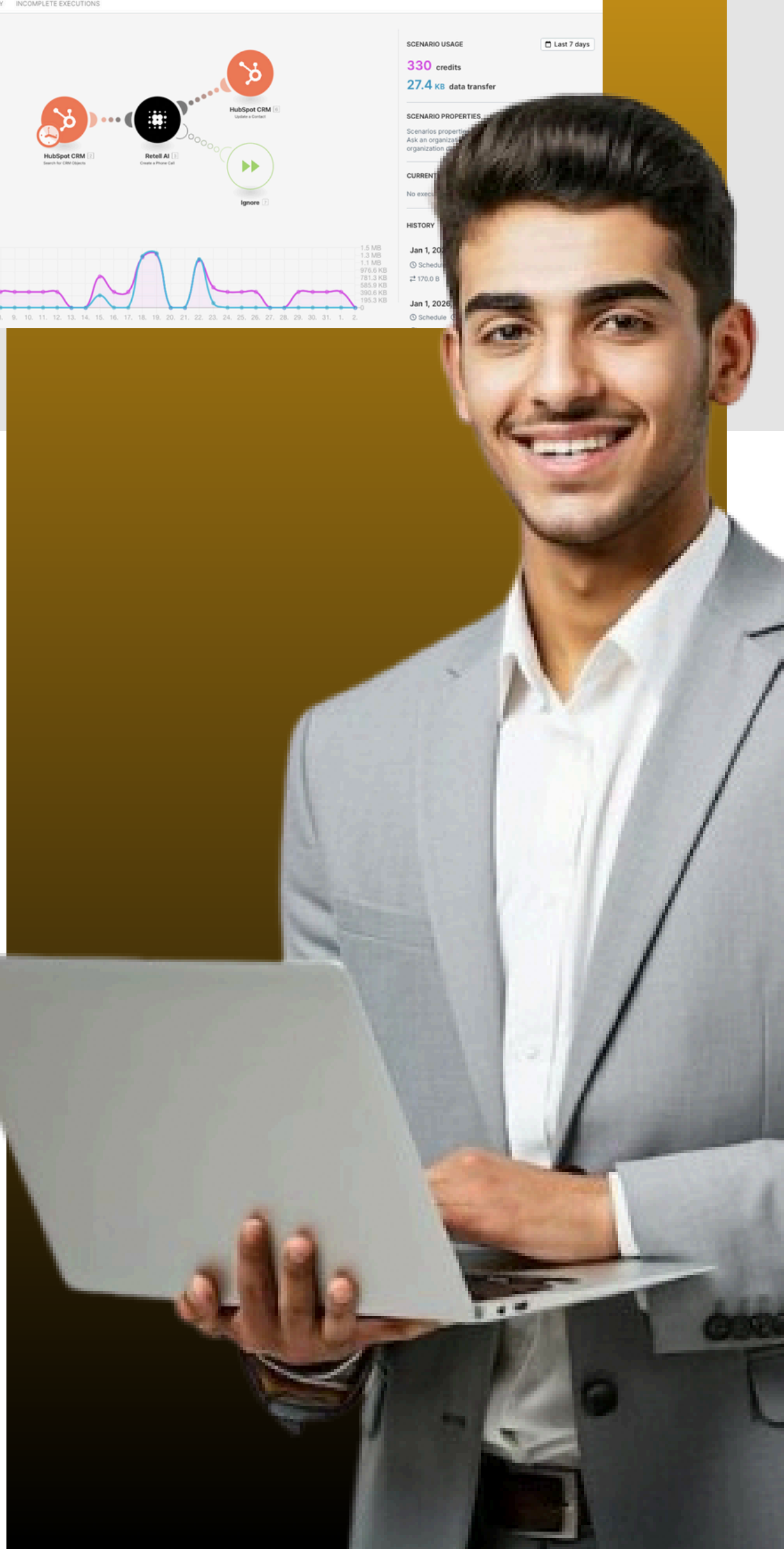




JOB AID

CLIENT EXPECTATION ALIGNMENT TEMPLATE

Helps confirm scope, availability, and task intake expectations.



Template Content

- Defined role and responsibilities:
- Availability and response windows:
- How tasks should be requested:
- What is out of scope or requires escalation:
- Confirmation request:

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

