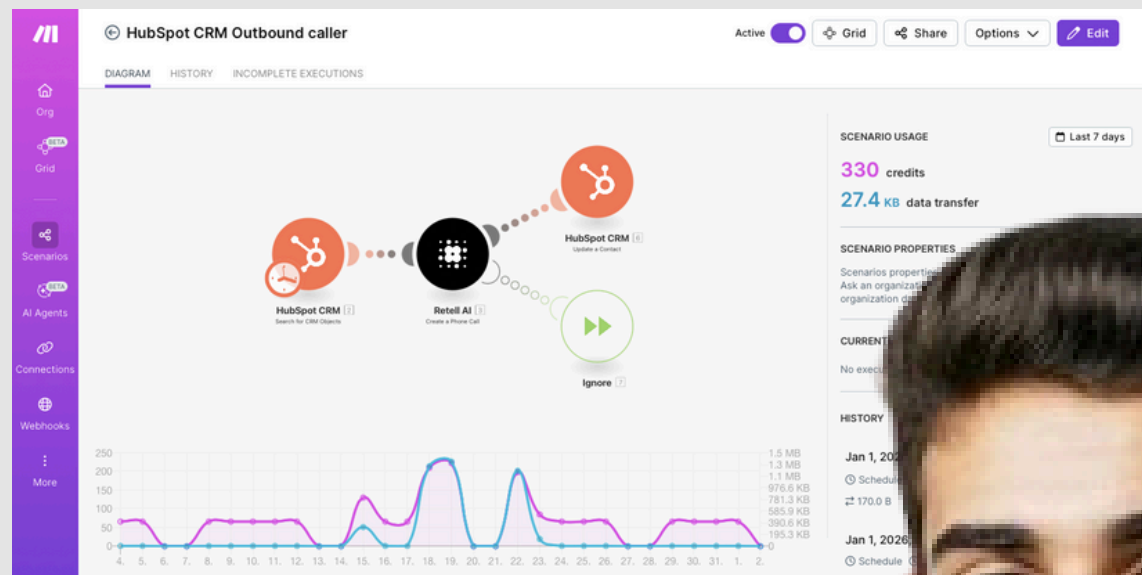




JOB AID

CLIENT-FIRST STRUCTURE CHECK

A quick structure review before delivery.



- Can the client identify the main point in under 10 seconds?
- Are headings and labels consistent?
- Is related information grouped logically?
- Is unnecessary content removed or de-emphasized?

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

