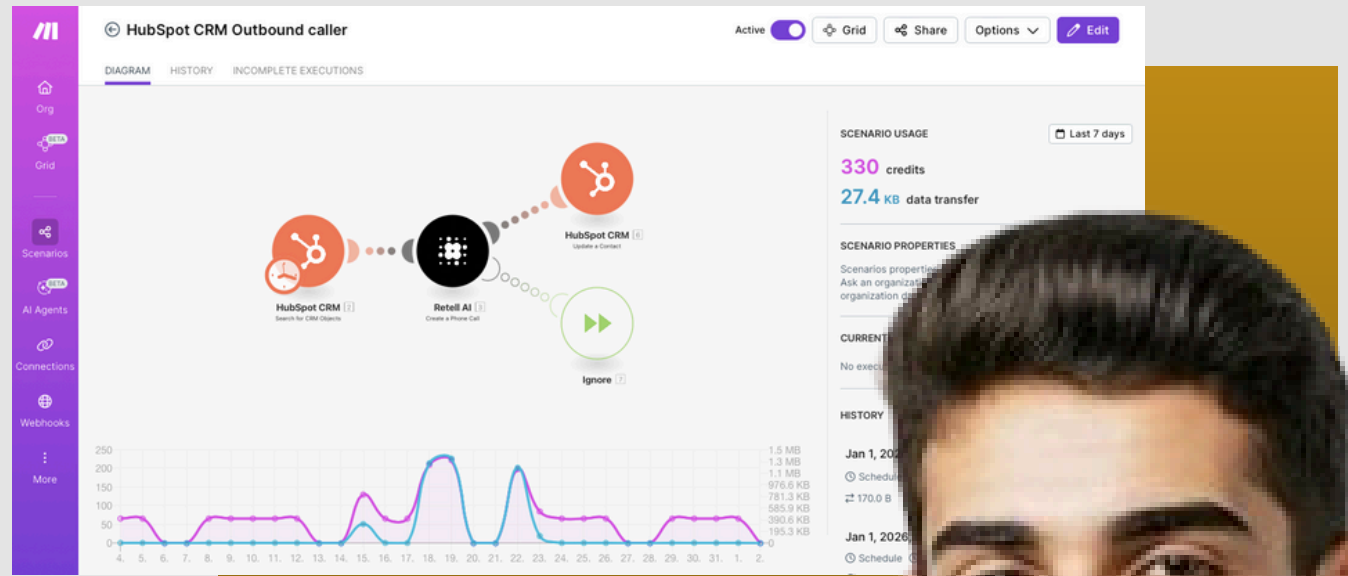




JOB AID

CLIENT-READY OFFICE WORK QUICK CHECK

A fast review checklist to confirm Office deliverables are ready for client use.



- Is the structure immediately clear without explanation?
- Are formatting choices consistent and intentional?
- Has accuracy been verified, not assumed?
- Would this file make sense if forwarded without context?
- Does the file reflect the same standard you would expect from a client?

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

