



**JOB AID**

# File Naming & Version Control

Helps maintain consistent naming and prevent version confusion in sales and marketing assets.



## Asset Details

- Asset name:
- Asset type (doc, sheet, image, video):
- Final storage location:

## Vision control

- Current version name:
- Previous version archived at:
- Owner responsible for updates:

### Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

