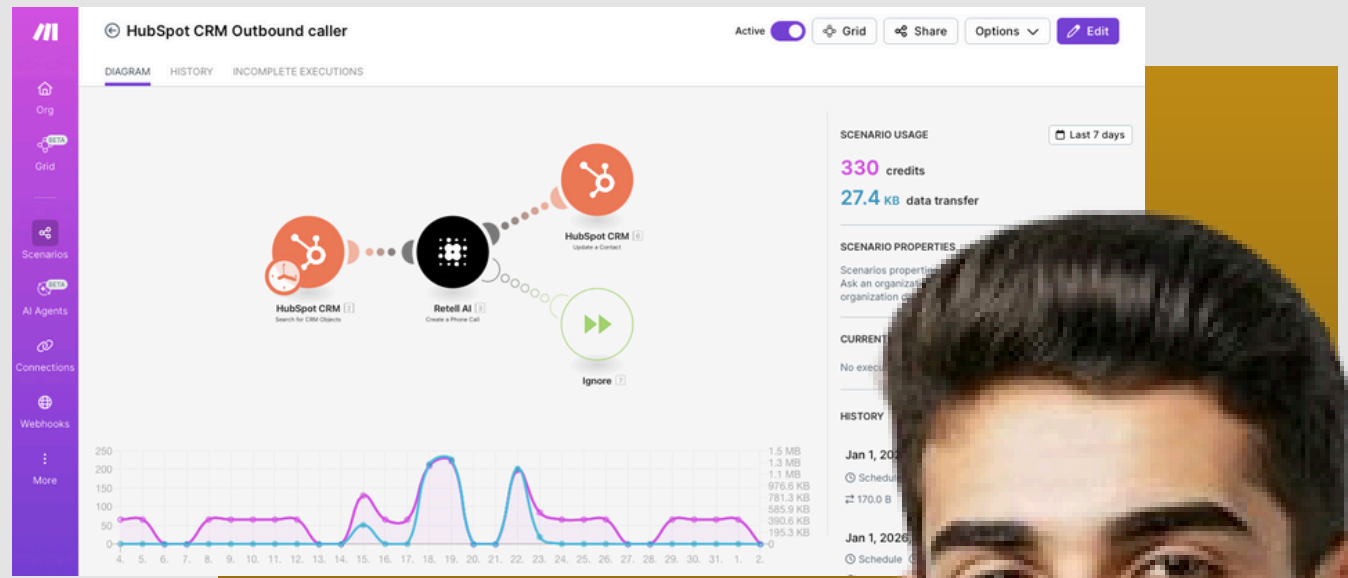




JOB AID

File Structure Reference

Captures agreed folder structure and rules.



- Primary workspace:
- Subfolders:
- Final asset location:
- Who can create folders:
- Who can rename/delete:



Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

