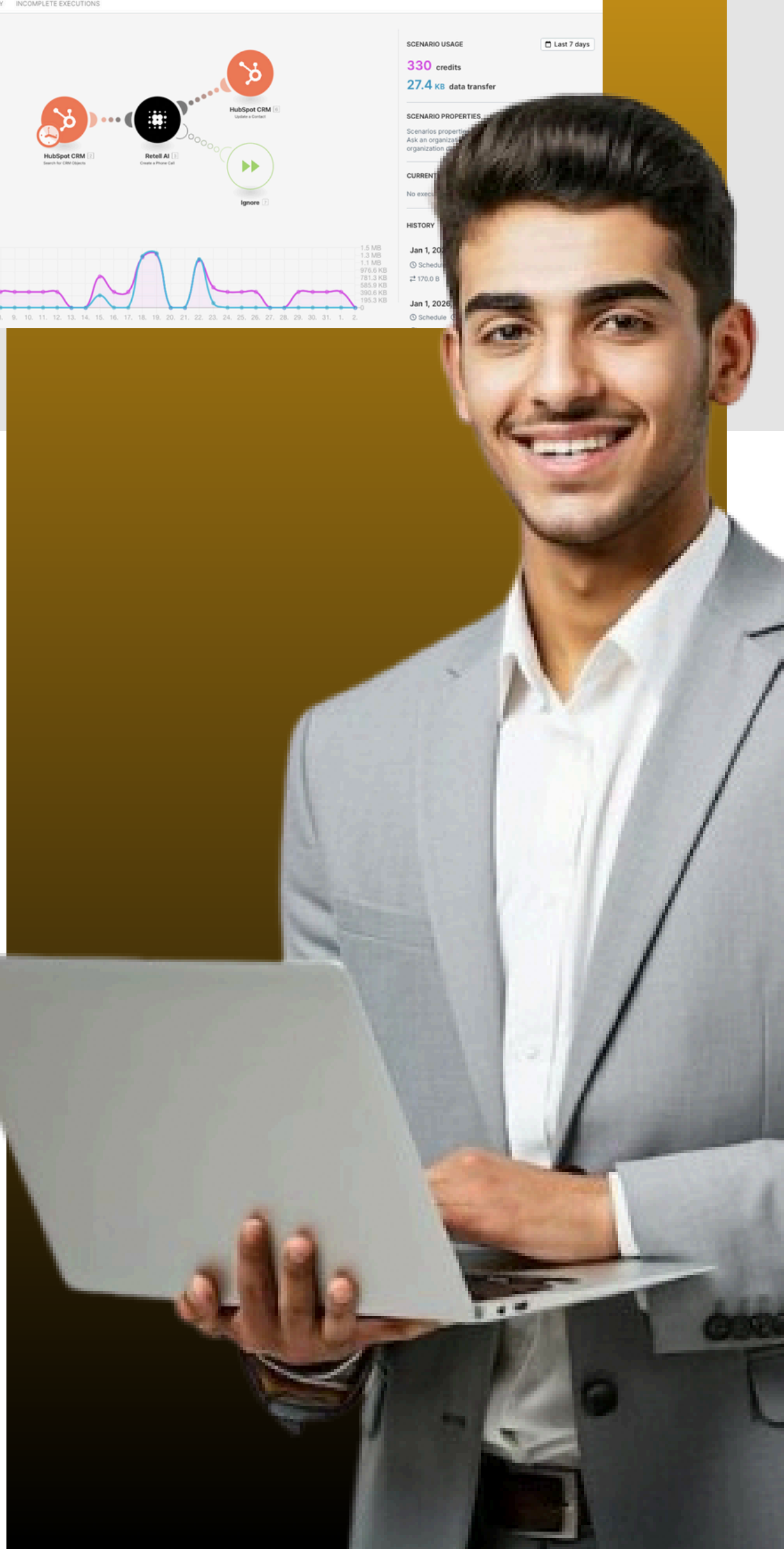




**JOB AID**

# RECORDED COMMUNICATION PREP SHEET

Helps prepare for recorded or live client communication.



## Template Content

- Purpose of the message:
- Key points to cover:
- Expected questions or concerns:
- Tone check:
- Clear close or next step:

### Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

