

Professional Work Delivery Checklist

Check Delivery Preparation

- Edit and export final photos (JPG/PNG, high-res)
- Export final video (MP4, 1080p or 4K)
- Watermark preview files if unpaid
- Write thank-you note or completion message
- Include license agreement PDF
- Prepare final invoice (paid/unpaid)

Folder & File Structure

- 01_Photos - Edited photos (JPG/PNG)
- 02_Video - Final video clips (MP4)
- 03_Preview_Watermark - Low-res or watermarked previews (if needed)
- 04_License_Agreement - Usage rights PDF
- 05_Invoice - PDF of invoice
- ReadMe.txt - Thank-you + contact + usage summary

Delivery Platforms (Choose One)

- Google Drive - Shared folder with permissions
- Pixieset / ShootProof - Client gallery with PIN
- Notion / Airtable / Trello - Client portal with access
- Other (Dropbox, OneDrive, custom portal)

Final Touches

- Review everything for accuracy
- Send branded delivery message with link
- Follow up 2-3 days later for feedback/testimonial
- Archive copy of final delivery in your system