

NEW CLIENT CHECKLIST



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|--------------------------|--|
| <input type="checkbox"/> | HAND IN NEW CLIENT INFO FORM + PHOTO |
| <input type="checkbox"/> | SIGN THE BOOKS & SUCH CONTRACT |
| <input type="checkbox"/> | FILL OUT PROJECT INFO SHEET + PUBLISHED BOOK LIST |
| <input type="checkbox"/> | ADD MARY AS FRIEND ON FB & ANSWER QUESTIONS FOR FB INTRO |
| <input type="checkbox"/> | JOIN SLACK CHANNEL |
| <input type="checkbox"/> | MEET WITH MARY ABOUT NEXT STEPS |
| <input type="checkbox"/> | ACCOMPLISH ALL THE STEPS :) |
| <input type="checkbox"/> | (THROUGHOUT: WORK ON YOUR PLATFORM) |
| <input type="checkbox"/> | MARK THE DATE MARY SHOPS YOUR PROJECT |
| <input type="checkbox"/> | YEP: KEEP BUILDING YOUR PLATFORM |
| <input type="checkbox"/> | WHEN YOUR BOOK GOES TO PUB BOARD, PRAY |
| <input type="checkbox"/> | SIGN YOUR CONTRACT |
| <input type="checkbox"/> | HAND IN YOUR MANUSCRIPT EARLY |