ClearSkai TECHNOLOGIES

ONBOARDING · ASSET CHECKLIST

Content & Asset Collection Checklist

Content and access collection checklist so the project can move fast without missing logos, photos, services, proof, or contact details.

SL-ON-03 · Version 6.0 · Issued November 20, 2026

Document	
Document ID	SL-ON-03
Version	6.0
Issued	November 20, 2026
Library folder	Onboarding
Replaces	ClearSkai_Asset_Checklist_v5-2.pdf
Classification	Sales document library · client form

Prepared for

CLIENT NAME & COMPANY

PROJECT / BUILD NAME

CLIENT EMAIL

Get back to building where it matters most.

CONTENT COLLECTION

Client Assets Needed

Check each item once received. Projects move faster when this is complete on Day 1.

- [ ] Logo files (SVG/PNG)
- [ ] Brand colors (hex)
- [ ] Photos (high-res)
- [ ] Videos
- [ ] Service list
- [ ] Service areas
- [ ] License numbers
- [ ] Insurance / bond info
- [ ] Team photos
- [ ] Testimonials
- [ ] Before / after photos
- [ ] Existing website login
- [ ] Domain login
- [ ] Preferred phone
- [ ] Preferred email
- [ ] Primary offer / CTA
- [ ] Financing info
- [ ] Warranty info
- [ ] FAQs
- [ ] Hours of operation
- [ ] Booking link
- [ ] Social media links

NOTES / MISSING ITEMS

Signatures

CLIENT

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE

DATE

CLEARSKAI PROJECT MANAGER

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE

DATE