PHOTOGRAPHY DELIVERY APPROVAL DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Record agreed deliverables as separate checkpoint labels.

STEP 2 Capture the delivery link reference and actual client response without passwords.

STEP 3 Keep licensing, revisions and final sign-off questions visible.

STEP 4 Which fact or document still needs checking?

PHOTOGRAPHY DELIVERY APPROVAL DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

NEXT REVIEW / SCHEDULED TIME	STEP OR DELIVERABLE	RESPONSIBLE PERSON	PROGRESS	EVIDENCE AND NEXT CONFIRMATION

Outstanding question or record to confirm

PHOTOGRAPHY DELIVERY APPROVAL DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Record agreed deliverables as separate checkpoint labels.

Concrete next action	Owner / due

ACTION 2 Capture the delivery link reference and actual client response without passwords.

Concrete next action	Owner / due

ACTION 3 Keep licensing, revisions and final sign-off questions visible.

Concrete next action	Owner / due

IMPORTANT CONTEXT

No media storage, upload, licensing advice or automatic client emails. Securely share originals through your usual channel.

- [ ] Source checked
- [ ] Next action assigned