

SIGNATURE BUNDLE

# Client Ops Accelerator

Turn scattered onboarding and delivery habits into a polished client system that feels premium from day one.

## What this preview shows

A conversion-focused SOP bundle that covers intake, kickoff, onboarding, communication rhythms, and client handoff structure. This file is a branded sample that outlines the system structure, included files, and pricing logic without revealing the full purchased documents.

Audience: Agencies, freelancers, and consultants running repeat client delivery

# Included files and use cases

## File breakdown

### Implementation guide (PDF, 22 pages)

Step-by-step setup instructions for adapting the system to your service business.

### Client-facing onboarding packet (PDF, 14 pages)

Client-ready document designed to set expectations and streamline project kickoff.

### Internal SOP library (PDF, 36 pages)

Repeatable workflow documents for intake, kickoff, approvals, and handoff.

## Use-case examples

1. Replace ad-hoc onboarding documents with one structured client flow
2. Standardize kickoff communication across a small team
3. Deliver a more premium client experience without hiring operations support

## Deliverables preview

1. Client intake SOP
2. Kickoff meeting agenda packet
3. Project communication guidelines PDF
4. Client onboarding checklist
5. Internal implementation roadmap
6. Delivery handoff checklist

# Pricing tiers and preview terms

## **Starter • \$49**

For solo operators who need a clean onboarding foundation. Go from improvised intake to a documented starting process this week.

Includes: Client intake checklist • Kickoff agenda PDF • Welcome packet starter set

## **Signature • \$129**

The core system for businesses that want a complete onboarding and delivery backbone. Install a repeatable client journey that raises trust and lowers delivery friction.

Includes: Everything in Starter • Full onboarding SOP suite • Client communication standards • Handoff and approval workflows

## **Operations Vault • \$249**

Best for teams that want the accelerator plus adjacent operational systems. Build an operational library that supports onboarding, delivery, and team delegation together.

Includes: Everything in Signature • Team handoff pack • Delivery QA system • 90-day update access

## **Preview terms**

This watermarked PDF preview is intended for evaluation only. It summarizes the system structure, deliverables, and pricing ladder while withholding the full purchased documents. Purchased files remain digital downloads for internal business use only and may not be redistributed or resold.