

DELEGATION SYSTEM

# Team Handoff Playbook

Move work between people without losing context, speed, or quality.

## What this preview shows

A delegation pack with role briefs, handoff notes, ownership guides, and accountability sheets. This file is a branded sample that outlines the system structure, included files, and pricing logic without revealing the full purchased documents.

Audience: Founders delegating work to team members, contractors, or specialists

# Included files and use cases

## File breakdown

### Delegation playbook (PDF, 20 pages)

The core handbook for assigning and tracking operational ownership.

### Handoff document set (PDF, 16 pages)

Structured sheets for transitions between team roles and project stages.

## Use-case examples

1. Document how client work moves across team roles
2. Reduce founder dependence on memory and Slack messages
3. Create cleaner onboarding for contractors

## Deliverables preview

1. Role handoff brief
2. Responsibility map
3. Ownership checklist
4. Escalation pathway SOP

# Pricing tiers and preview terms

## Mini Pack • \$29

A simple delegation starter set. Document a cleaner task handoff process with minimal setup.

Includes: Role handoff brief • Ownership notes page

## Playbook • \$79

A fuller delegation system for teams and growing service businesses. Reduce delays and keep projects moving even when multiple people touch the work.

Includes: Everything in Mini Pack • Responsibility map • Escalation SOP

## Playbook + QA • \$149

Combines delegation and delivery controls for teams with more operational complexity. Hand work off smoothly and maintain quality until final delivery.

Includes: Everything in Playbook • Delivery QA bridge docs • Expanded workflow notes

## 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.