

Received is not approved.

1 Name the required item

Use a stable ID and page name. Agree what must be included and what can be deferred.

2 Point to an exact version

Record a filename or a saved copy snapshot. A general folder link may change after approval.

3 Keep the approval reference

Name who approved which version and when. A received file or friendly reply is not version-specific approval.

4 Resolve the use basis

For images and logos, have the responsible person review permitted use and credit. Do not assume possession is permission.

5 Reopen after a replacement

A new image or copy version needs its own approval and affected reviews. Mark the old version superseded.

6 Send the remaining issues

List blocked required items with an owner and next date. Separate a partial handoff from client approval to launch.

Manual checklist only. No file inspection, legal opinion, accessibility certification or launch authorization. Use the included 4-page workbook and fictional example for a full record.