Freelance Graphic Design Handover Checklist

Project Files

☐ All source files included (.AI, .PSD, .INDD, etc.)

☐ Exported versions (PDF, PNG, JPG, SVG, etc.)

☐ Outlines or embedded fonts in files

☐ Linked images and assets included

☐ File formats as requested by client

Brand Essentials

☐ Color palette references

☐ Font files & licenses provided

☐ Logo variations included

☐ Brand guidelines (if applicable)

Delivery

☐ Organized folders & file names

☐ Transfer via agreed method (Drive, Dropbox, etc.)

☐ Handover confirmation to client

☐ Instruction file/Readme

Notes