

# Client Onboarding Communication Checklist

## Client Information

Client Name
Contact Person
Email
Phone
Company Name
Onboarding Start Date

## Checklist

Task	Status	Notes
Initial Welcome Email Sent		
Onboarding Call Scheduled		
Introduction of Key Contacts		
Project Scope Shared		
Required Documents Collected		
Timeline Communicated		
Communication Channels Established		
Next Steps Explained		

## Additional Notes

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