

Client Emails for Review and Delivery

Six emails to copy into your own mail. Replace everything in brackets, and cut any line that doesn't fit the job.

1. Photos ready to review

Subject: Your photos from [Project name] are ready to review

Hi [Client name],

Your photos from [Project name] are ready: [link]

Open the link on your phone or computer. You don't need an account or a password. Tap a photo to see it larger, and if something should change, leave a note on the photo itself, on the spot you mean.

Please send your notes by [date]. That keeps the final photos on track for [delivery date].

When everything looks right, press Approve on the same page, and the full-size files will be ready to download there.

Thank you,

[Your name], [Studio name]

2. A film ready to review

Subject: The first cut of [Project name] is ready

Hi [Client name],

The first cut of [Project name] is ready to watch: [link]. It runs about [length].

Watch it once all the way through before writing anything. Then go back, pause wherever something should change, and leave a note at that moment. A note tied to the exact second saves us both a round of guessing.

This is round [number] of [number]. Please send all your notes for this round by [date], together if you can.

Thank you,

[Your name], [Studio name]

3. Photos and film together

Subject: Your photos and film from [Project name] are ready

Hi [Client name],

Everything from [Project name] is in one place: [link]

You'll find [number] photos and a [length] film. Start with the film, since it takes longest to review, then go through the photos.

Leave notes on a photo, on the spot you mean, or at the moment in the film. Please send them by [date].

Thank you,

[Your name], [Studio name]

4. A new version is ready

Subject: Version [number] of [Project name] is ready

Hi [Client name],

Version [number] is up, on the same link as before: [link]

What changed: [the changes, in a line or two]. Everything else is the same as last time.

This is round [number] of [number]. Please send any notes by [date], and if it's right, press Approve.

Thank you,

[Your name], [Studio name]

5. Your final files

Subject: Your final files from [Project name] are ready to download

Hi [Client name],

Thank you for approving [Project name]. The final files are ready on the same link: [link]

The watermark is gone. Download everything at full size for print and editing, or a smaller copy for email and the web.

The link stays open until [date]. Please save a copy somewhere of your own before then, like your computer and a backup drive.

It was a pleasure working on this with you.

[Your name], [Studio name]

6. A nudge

Subject: A reminder about [Project name]

Hi [Client name],

A quick reminder that [Project name] is waiting for your notes: [link]

To keep [delivery date], I need them by [date]. If it all looks right, pressing Approve is all it takes.

If someone else on your side is reviewing, please forward them this link.

Thank you,

[Your name], [Studio name]