What to include in a

Client Goodbye Packet



Thank you message

- [ ] Sincerely thank your client for hiring you & being a dream client.

Deliverables

- [ ] List all the finished deliverables and important details including accounts, passwords, and files.

Resources

- [ ] List resources your client can refer to in the future (guides, tutorials, blog posts & videos)

Trobleshooting

- [ ] Share troubleshooting steps in case they run into a problem.

Feedback request

- [ ] Politely ask for fresh feedback once they get the chance

Client gift

- [ ] Optional: give a thank you gift

Referral program

- [ ] Invite them to join your referral program if you have one

Additional services

- [ ] Share additional services you offer so you're top of mind if and when they would need help in the future.

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