

# What To Include In A Client Goodbye Packet

Ending your client process on a high note is possible (and easy!) with a Client Goodbye Packet. Continue reading to find out 9 important details to include so you can provide epic client experiences from start to finish.



- 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)
- Troubleshooting
  - Share troubleshooting steps in case they run into a problem
- Feedback Request
  - Politely Ask For Fresh Feedback Once They Get The Chance
- Testimonial Request
  - Respectfully request a testimonial 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 need help in the future

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