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CHECKLIST

Revision Request Checklist for Independent Artists

- [ ] Read the original brief before responding to any revision request
- [ ] Check whether the request is a refinement or a change of direction
- [ ] Restate the client's request in your own words to confirm understanding
- [ ] Quote a fee for revisions that fall outside the agreed scope
- [ ] Set a timeframe for delivering the revised work
- [ ] Keep written records of every revision and client approval
- [ ] Explain what you changed when you deliver the updated version
- [ ] Review the project afterwards and adjust your terms if needed