



SPECIALIST WORKFLOWS

Client gallery delivery checklist

A gallery delivery checklist for organizing final images, client access, backup, usage notes, final payment, and a professional wrap-up.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A client gallery is ready to deliver.

WORK THROUGH THE CHECKLIST

☐ 01 **Export and quality check files**

☐ 02 **Organize gallery**

☐ 03 **Set access and expiry**

☐ 04 **Back up masters**

☐ 05 **Share usage guidance**

☐ 06 **Confirm final payment and follow-up**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.