



Delivery of Draft and Final Project

Draft Submission & Final Delivery Process

- When the first draft is complete, email us the Google Drive link (or any other cloud storage link) in the same email thread where the conversation started.
- This helps us keep all communication organized and ensures nothing is missed.

We will review the draft and either approve it or request revisions through the same email thread.

All revision communication will happen only through that single email conversation for clarity.

- You will submit the first draft to us.
- Up to 2 revisions are allowed if needed — not more than that (as covered in the ICA).
- Drafts must be delivered in low-quality MP4 format, with a watermark if you prefer.
- First Draft should have the same duration, same aspect ratio.

Final Delivery after Draft Approval

- Once the first draft is approved, you must upload the final project files to the same drive link you initially shared, and then email us confirming the final upload.

To maintain professional file management, you must zip each main project folder separately.

For example:

- QMPF0001-02 → zip this folder individually
- QMPF0001-03 → zip this folder individually

This ensures clean versioning and prevents file mix-ups.
You can upload each zipped folder separately on the drive.

Alternatively, if you prefer, you may place all the zipped folders inside one master zipped file and upload that instead. **(Recommended)**



Additional Professional Notes

- Make sure all files inside each folder are final and organized before zipping.
- Ensure the naming conventions remain exactly as assigned (e.g., QMPF0001-02).
- Avoid uploading loose files outside the zipped folders.
- Double-check that the drive link is accessible (Viewer or Editor as required).
- After uploading, send a brief confirmation message so we know the final files are ready for review.