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**Master: Guidelines- Naming Conventions- Systems Vault**

1. Title for an SOP Folder- SN **Client Meetings** (SOPs)- Sarah Noked OBM
2. Title for individual SOPs- SOP- **Staff Vacation Procedure**- Sarah Noked OBM
3. Title for Email Templates- SN Template (Email): **Out of the Office Staff Autoresponder**
4. Title for Other Templates- SN Template: **Out of the Office Staff Autoresponder,**

SN Screencast: **Scheduling a Client Meeting**

1. Title for Guidelines- SN Guidelines: **Naming Conventions**
2. Title for Google Drive Client Folders- **Client Name- Client Business Name Shared with Sarah Noked OBM**
3. Title for Teamwork Chat Channel- **clientfirstname-clientlastname**
4. Title for Teamwork Chat Channel (client on hold)- **clientfirstname-clientlastname**-on-hold
5. Teamwork Project Folder- **Client’s Name- Business Name** (Project Manager: **Project Manager Name**)
6. Harvest Project Name- Client Name- Client Business Name- Retainer Month(s) 2017
7. **SN Guidelines: Date Format:** December 21, 20XX