**Client Confirmation Mail**

Dear (Client name)

Your account has been created on whitepanda.in .Kindly click on this link to confirm and access your account.

A very warm welcome to White Panda. Now you will be able to easily generate content for your websites, blogs and social media account. It’s as easy as 1...2...3

1. Visit the Business Workbench and click on order now
2. Enter the details of your content
3. Enter your payment details and get your content within five business days

Once you receive your content, you can suggest changes if you are not satisfied with your content within 72 hours. It doesn’t get better than this.

Let’s work together and create great content

Regards

Team White Panda

**Client order**

Dear (Client name)

You have placed (Type of content) order on Whitepanda. Your order id is (Order number). Please find the details of the content you have ordered below.

(Content details)

If you feel some changes need to be made to your order, feel free to mail us on [support@whitepanda.in](mailto:support@whitepanda.in)

Regards

Team White Panda

**Revision Mail**

Dear (client name)

The (type of content) you had ordered on (title of content) has been completed and is now ready to be published. Visit your dashboard to download your content

If you feel that our content has not met your expectations, you may request a revision within 72hours of receiving this mail. To do so, kindly visit your dashboard and click on ‘request revision’ and describe the changes you desire to be made in the content. Thank you for creating content with White Panda.

Regards

Team White Panda

Dear (client name)

The revision you had requested on your content has been completed and the revised content has been uploaded on your dashboard. If you feel that our content has still not met your expectations, you have (72 – difference in time between previous mail and this mail) to request a revision. Thank you for creating content with White Panda.

Regards

Team White panda

**Client Feedback Mail**

Dear (Client name)

Kindly provide feedback on the content you just received. Your feedback will help us improve your White Panda experience in the future. Kindly note that your feedback is also factored into White Panda’s writer review algorithm and will reflect on the writer’s post job report.

(Feedback form)

Thank You for donating some of your precious time into making White Panda better. We hope to create more content with you in the future.

Regards

Team White Panda

**Writer Confirmation Mail**

Dear (Writer name)

Your account has been created on whitepanda.in .Kindly click on this link to confirm and access your account.

A very warm welcome to White Panda. You are now part of one of the nation’s biggest community of freelance writers. Being a part of White Panda you now get access to a large job feed in your area of expertise.

1. Visit the Writer Workbench and click on job search
2. Click on the link at the top to give a topic proficiency test
3. After completing the proficiency test, our editors will assign you a paygrade within 24 hours. Once that is assigned, you may start applying for jobs in your industry using the job search option

Kindly go through the attached FAQ sheet for more details. In case of any queries, feel free to mail us support@whitepanda.in

Regards

Team White Panda

**Writer Job**

Dear (Writer name)

You have applied for the (job name). The details are as follows

(Job details)

The Submission is due on (mail time + 48 hours) .Please note that failing to submit the job or submitting the job late could attract disciplinary action.

Regards

Team White Panda

**Writer Reminder**

Dear (Writer name)

This mail is to remind you that the (Job type) on (Job name) is due in 6 hours. Please make it a point to finish the job and submit it to us before the deadline.

Regards

Team White Panda

**Writer Job receive confirmation**

Dear (Writer name)

We have received your submission on (Job name) .If the client is satisfied with your submission, your balance shall be updated within 48 hours. Thank you for writing with White Panda.

Regards

Team White Panda

**Writer Feedback**

Dear (Writer Name)

Here is a the feedback report on the (job type) on (job name) .

(Editor Feedback)

(Client Feedback)

Regards

Team White Panda

**Writer Job feed suggested**

Dear (Writer name)

The following jobs are available in your paygrade and industry

(Job list)

Log onto your White Panda account today, start writing and keep earning.

Regards

Team White Panda