



Influvisе.

Communications Guideline

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COMMUNICATIONS GUIDELINES

Welcome To Influvise

At Influvise, we value clear and effective communication with our clients. To ensure a smooth collaboration, we have established the following communications guidelines.

Primary Mode of Communication

- WhatsApp Group: Clients will have a dedicated WhatsApp group for all communication. This group is available for messages at all times.

Response Times

- We strive to respond to all inquiries within 24 hours.
- For urgent matters, clients can specify the urgency by using a heading or an end note indicating that the message is urgent, and we will try to reply as soon as possible.

Communication Tone

- All communication should be professional and respectful, fostering a casual yet professional atmosphere.

Feedback and Revisions

- Clients are encouraged to provide feedback and requests without a specific structure but should aim to be clear in their communication.

File Sharing

- All file sharing should be done via the provided Google Drive. This ensures that all assets are organized and easily accessible.

Project Updates

- Progress reports will be sent as PDF files via Google Drive.
- Monthly calls will be scheduled for discussions on progress and any necessary adjustments.

Conflict Resolution

- Any conflicts or misunderstandings will be addressed on a case-by-case basis to ensure effective resolution.

CONTACT US FOR
FURTHER
INQUIRIES

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