

Boundary Script Swipe File for Creatives

EMAIL TEMPLATES

Pushing Back on Unlimited Revisions

Subject: Quick Note About Revisions

Hey [Client Name],

I wanted to clarify our revision process. The project includes [X] revision rounds, which helps us keep things on track and on budget.

Happy to do more rounds if needed, but they'd be billed at [insert rate here] per round.

Let me know how you'd like to move forward!

Thanks,

[Your Name]

Saying No to Rush Jobs

Subject: Regarding Timeline

Hey [Client Name],

Thanks for reaching out. I'd love to help, but my current schedule doesn't allow for a rush turnaround without affecting quality.

If you still want to move ahead, I can prioritize it for a rush fee of [insert amount] and deliver by [date].

Let me know what works best!

Cheers,

[Your Name]

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Communicating Office Hours

Subject: Quick Heads-Up on Communication

Hey [Client Name],

Just a heads-up-I usually respond to emails between [insert time] and [insert time], Monday to Friday. This helps me focus on delivering my best work during production hours.

If it's urgent outside those times, feel free to flag it, and I'll do my best to get back to you ASAP.

Thanks for understanding,

[Your Name]

TEXT MESSAGE SCRIPTS

Last-Minute Request Decline:

Hey [Client Name], I just saw your message. I'm not available for new edits today, but I can slot this in [insert time/day]. Let me know if that still works.

Weekend/After Hours Boundary:

Hey! I'm currently offline but will check this first thing [Monday/next business day]. Talk soon!

CLIENT RED FLAG CHECKLIST

- * Repeatedly asks for "one more tiny thing" after sign-off
- * Doesn't respect boundaries you've already explained
- * Dodges paying deposits or delays final payment
- * Has a "you're lucky to be working with me" attitude
- * Treats every project like an emergency
- * Texts at 10pm about non-urgent stuff
- * Tries to get you to lower your rate after agreeing to it

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EDITABLE FIELDS TO CUSTOMIZE

* [Client Name]

* [Your Name or Brand]

* [Your Revision Policy]

* [Rush Fee Rate]

* [Communication Hours]

* [Rates for Extra Work]