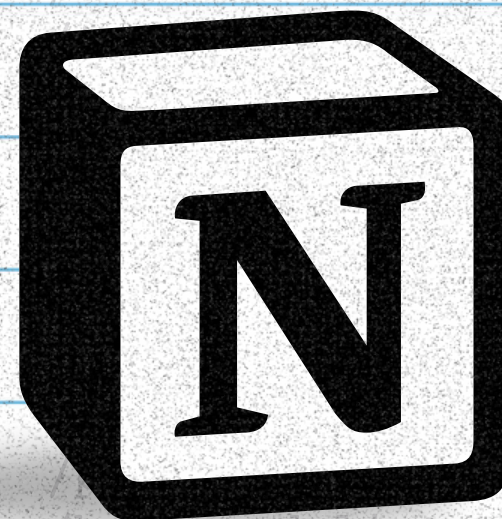
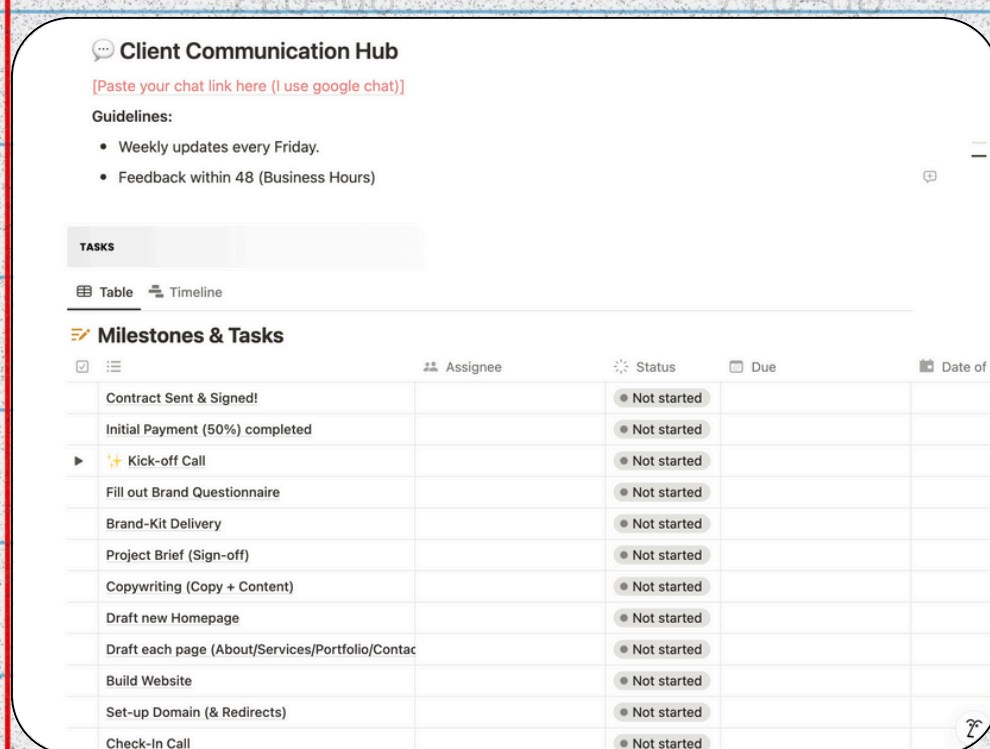


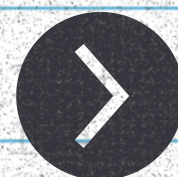
CLIENT PORTAL IN NOTION

IMPRESS YOUR CLIENTS BEFORE THE PROJECT EVEN STARTS



SWIPE to learn how to build a simple
client portal in Notion

SWIPE



Nadia Fernandez



The Website Designer
small businesses Rely On



REPOST



SAVE FOR
LATER

WHAT NOT TO DO:



Notion

1. Share a doc
2. Share a Dropbox folder
3. Send an email with 10 links

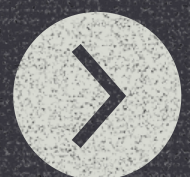
You know you can do better than that

You want your client to think:

- > THIS PERSON HAS IT TOGETHER
- > THIS IS GOING TO BE EASY
- > THIS IS THE RIGHT CHOICE

FIRST IMPRESSIONS MATTER → MAKE YOURS COUNT

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WHAT TO

CREATE INSTEAD?

Build a single, shareable **Notion** page with:

> **DELIVERABLES**

> **TIMELINE**

> **STATUS UPDATES**

> **CONTACT INFO**

> **MEETING LINKS**

> **SHARED FILES**

WHY?

> **IT TAKES UNDER AN HOUR
TO SET UP**

> **BUT IT MAKES YOU LOOK
10X MORE ORGANIZED**

> **AND INSTANTLY BUILDS
TRUST**

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Notion

[Company name]

Project: [Company name]

Project Overview

Client: [Name]

Goal: To build

Scope: Custom

Full Brand

Custom

Calendar

Basic SEO + Google Analytics Setup

One month of post-launch support to handle tweaks and ensure smooth operation

Domain transfer and hosting setup

Client Communication Hub

(Make your updates here! Use #updates12345)

Guidelines:

Weekly updates every Friday

Feedback within 48 (Business Hours)

TASKS

Task Milestones

Milestones & Task

Contract Sent & Signed

Initial Payment (50%) completed

Kick-off Call

Final Brand Questionnaire

Brand Kit Delivery

Project Brief (Sign-off)

Copywriting (Copy + Content)

Draft new Homepage

Draft each page: About (Service), Contact

Build Website

Set up Domain & Hosting

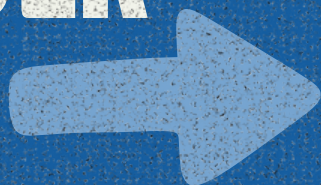
Check-in call

Payment collected (50%)

LAUNCH DAY

Onboarding begins

REMEMBER
THIS



YOUR WORK
DOESN'T START
WITH A FILE

IT STARTS WITH THE
EXPERIENCE

And **your portal** is that first
experience

SHOW THEM WHAT IT FEELS LIKE TO WORK WITH YOU
→ BEFORE THE WORK BEGINS

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NEED HELP STARTING?

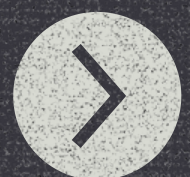


Already using Notion but
don't know how to build it?

Comment **NOTION**
and I'll DM you the template

OR CHECK THE COMMENTS FOR
THE DIRECT LINK

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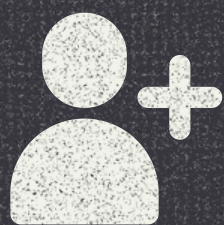
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Website Designer
& Fractional CMO

LET'S CONNECT!



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