

Completion Facilitators (Resources)

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Message Templates

Waiting For Delivery

1. Client Approved Everything & Is Ready for Delivery (Now We need to Ask for it

Main Message:

As everything is wrapped up on our end, I'm ready to send the final delivery once I have your go-ahead. Your proactiveness throughout the project made this a smooth and exceptional experience—truly appreciate it!

Should I go ahead and send the final delivery? Please let me know.

Follow-Up 1 (4 hours):

Just checking in – I'm here whenever you want me to send the delivery. Looking forward to hearing from you.

Follow-Up 2 (Next Day):

Hey there my friend, I hope you're doing well. Just checking in and looking forward to hearing from you. Let me know if everything is good to go so I can send the delivery. It's truly been an exceptional experience working with you – you've been great throughout the entire process.

2. Client Approved Everything but Asked You to Wait Before Delivering

They're happy with the work but asked you to hold delivery (traveling, busy, reviewing with their team, etc.).

Main Message:

No worries at all, I'll hold the delivery until you're ready. Just send a quick message when you want me to submit it. Looking forward to hear from you :)

Follow-Up 1:

Just checking in – I’m here whenever you want me to send the delivery. Send me a quick message and really looking forward to hear back from you thanks :)

Follow-Up 2:

Still holding the delivery for you. Let me know when you want me to send it over.

3. Client Said “Everything Looks Good” but Didn’t Clearly Confirm Delivery

They like the work but didn’t directly say “deliver,” so you need a soft confirmation.

Main Message:

As everything is wrapped up on our end, I’m ready to send the final delivery once I have your go-ahead. Your proactiveness throughout the project made this a smooth and exceptional experience—truly appreciate it!

Should I go ahead and send the final delivery? Please let me know.

Follow-Up 1 (4 hours):

Just checking in – I’m here whenever you want me to send the delivery. Looking forward to hearing from you.

Follow-Up 2 (Next Day):

Hey there my friend, I hope you’re doing well. Just checking in and looking forward to hearing from you. Let me know if everything is good to go so I can send the delivery. It’s truly been an exceptional experience working with you – you’ve been great throughout the entire process.

Waiting For Last Changes & Waiting For Transfer

Scenario 1: Last Changes Done & Logins Already Provided

Use this when the final changes are done and you already have the logins. You only need the client's approval or last-minute edits.

Client Message:

Hey there my friend, just let me know once you're up. If you have any last changes, feel free to share them. If not, we can go ahead and move toward transferring the website. Thanks!

Scenario 2: Last Changes Done but Logins Not Provided

Use this when the final changes are done, but the client still hasn't shared their hosting/domain logins.

Client Message:

Hey there my friend, whenever you're up just let me know. If you have any last changes, feel free to share them. Otherwise, we can move ahead with the website transfer. ☐☐

Whenever you're ready, you can send over the domain/hosting logins so I can start the transfer. If you need help with that, just tell me – I'll guide you through it. Thanks!

Delivered & Complete

1. Client has seen the delivery (Coming Online) but hasn't replied

Hey there, just a quick reminder that I've sent the delivery. You can accept it whenever you're ready, and your review would mean a lot – it really helps freelancers keep growing on the platform.

Working with you has been an exceptional experience from start to finish. You've been amazing throughout the entire process, and I'm genuinely looking forward to more collaborations in the future. Thanks again!

2. Client has not seen the delivery (Offline) and hasn't replied

Hey there, just a quick reminder that I've sent the delivery. You can accept it whenever you're ready, and your review would mean a lot – it really helps freelancers keep growing on the platform.

Working with you has been an exceptional experience from start to finish. You've been amazing throughout the entire process, and I'm genuinely looking forward to more collaborations in the future. Thanks again!

3. Client requests minor changes after delivery

I'll take care of these updates.

I'll send the revised delivery as soon as it's ready. Thanks for the clear instructions!

4. Client requests major changes after delivery

Thanks for sharing the details.

I'll review everything and get back to you.

5. Client says “Everything looks good” but doesn’t press complete

Great to hear everything looks good. ☺☺

But just a quick reminder that I’ve sent the delivery. You can accept it whenever you’re ready, and your review would mean a lot – it really helps freelancers keep growing on the platform.

Working with you has been an exceptional experience from start to finish. You’ve been amazing throughout the entire process, and I’m genuinely looking forward to more collaborations in the future. Thanks again!

6. Client says they will check later

No problem at all.

Take your time reviewing the delivery, and whenever you’re ready, just let me know if anything needs adjusting. And If everything is good to go you can accept the delivery and please review my services as well it really helps us freelancers to grow on the platform. Thanks and looking forward to hear from you.

7. Delivery auto-completed by Fiverr

The order was auto-completed, but no worries! If you need help, you can still message me here anytime. ☺☺

8. Client leaves a good review

Thank you so much for the kind review. ☺☺

Really glad you’re happy with the work. If you ever need anything else, I’ll be here to help.

Know someone who needs a website?

Please share my Fiverr gig with them:

☺☺https://www.fiverr.com/jehanzaib_007/design-and-develop-a-professional-wordpress-website-and-blog

I’ll give them the same great experience!

9. Client needs post-delivery support

Yes! I offer 2 weeks of FREE support after project completion. For work beyond the original scope, we can discuss additional charges.