



GRETNA JUNCTION

CROWNTHRIVE, LLC / DIGITAL COLLECTION

CITY BUSINESS PRODUCTION

The Client AI Draft & Release Workbook



Keep the brief, evidence, approval and final handoff attached to the same job.

Gretna Junction · AI-generated illustration / AI-generated artwork · permitted Site use / cropped for cover

DIGITAL WORKBOOK & PLANNING FILES

AI-GENERATED CONCEPT ART / VISUAL EDITION 2026-10-30

START HERE

Make this kit your working copy

Finish with a bounded job brief, source ledger, drafting instructions, review record, approval decision and delivery ledger. Templates remain internal to your one operator. No AI credits, model execution, ongoing labor, public publishing authority or hourly delivery service is included.

WHO THIS IS FOR

An adult operator using AI within one business's internal client-work process

A REALISTIC WORKING PACE

Use the intake before drafting and the release checks for every deliverable. A proposed hourly queue review is an operating cadence, not a guaranteed one-hour turnaround.

- 01** Verify the requester, task, permitted source material and intended recipient.
- 02** Keep client instructions separate from operator and security rules.
- 03** Review the actual draft against sources and permissions.
- 04** Release only the approved version through an authorized destination, retaining the original reference.

INSIDE YOUR KIT

Guide chapters: pages 3-8. Six worked examples and six blank practice sheets: pages 9-20. Readiness review: page 21. License and support: page 22. The CSV files are editable tables; the PDF is designed for reading and printing.

Accept a bounded job from the right person

An AI job starts with an authorized request, not with a prompt copied from somewhere else. Record the deliverable, recipient, intended use, permitted inputs and definition of done. Ask whether the requester may authorize the work for that business or project. Collect only information needed for the task. A general request for writing help does not authorize access to another customer's files, purchase of a service, public posting or an outbound message to an unverified address.

For a fictional shop, the job might be a draft announcement based on an approved service sheet. Keep the store's current offer as supplied evidence and the requested tone as a preference. Do not insert customer records, private credentials or payment information into a shared workbook. Use a minimal job reference. When information is missing, preserve a question or needs-review state instead of inventing the answer. Cancellation and source removal should follow the real system's retention policy, not a promise this offline file can enforce.

PUT IT INTO PRACTICE

Open worksheet 01: Authorized job and recipient brief. Read its fictional example, then use a clean copy for your own situation. Begin with the 'Job reference' column. Keep uncertain entries visible and choose one specific next action before moving on.

YOUR WORKING NOTE

WORKSHEET 01 / 06 - WORKED EXAMPLE

Authorized job and recipient brief

FICTIONAL PRACTICE EXAMPLE - These entries demonstrate how to use the fields. They are not records of an actual person, organization, purchase or completed result.

Job reference	Deliverable and use	Authority and recipient	Permitted inputs	Missing prerequisite
Shop announcement A (fictional)	Draft for business page	Operator to verify sign-off	Approved service sheet only	Venue confirmation

HOW TO READ THE EXAMPLE

Read across one row as a single working record. 'Job reference' identifies the item or situation. The remaining fields show what must be described, checked or decided. An entry such as 'pending', 'estimate' or 'not yet checked' deliberately leaves an open question visible.

MAKE IT USEFUL

Use the blank sheet on the following page, or open 01-job-intake-blank.csv in your spreadsheet app. Replace the example with your own checked information. Keep private credentials, payment details and other sensitive records outside this workbook; use a reference when one is needed.

WHAT WILL YOU CHECK FIRST?