

Welcome to your MC Digital Strategy client folder.

This space is organized to help you upload materials, review working drafts, and download final deliverables easily throughout your project.

To begin, please upload any requested files or brand assets to the “Upload Here – Client Files” folder.

Folder Overview

- Upload Here – Client Files: Upload any requested assets such as brand guidelines, logos, reference documents, and other materials your project may need.
- Working Files – In Progress: This folder contains drafts or materials we are actively developing. You will be notified by email or Trello when new items are ready for your review.
- Final Deliverables: Final, approved assets will be placed here for permanent access and download. Please save all final deliverables securely **within 30 days of project completion**.

Notes

- All project milestones, tasks, and updates are tracked in your Trello dashboard. (No messaging inside Trello – for communications, please use email.)
- Urgent needs (time-sensitive, high-priority) should be sent via text or call: 541-348-3849 to schedule follow-up.
- MC Digital Strategy’s standard response time is 24–48 business hours for all non-emergency emails.

Questions?

Reach out anytime at connect@mcdigitalstrategy.com.

Thank you for partnering with MC Digital Strategy.