



Checklist 12 - JV Documents

Project

Date:

Name: _____

PART 1 - JV LAUNCH DETAILS

	Yes	No
1 Create a Folder on Google Drive for a Launch Document	☐	☐
2 Launch Name	☐	☐
3 Launch Date	☐	☐
4 Network	☐	☐
5 URL Link JV Page	☐	☐
6 URL Link Affiliate Request	☐	☐
7 Sales Funnel	☐	☐
8 Product Description (Front-end and OTOs)	☐	☐
9 Contest Details	☐	☐
10 Bonus Information (Include any URL links)	☐	☐
11 URL Link Sales Page Preview	☐	☐
12 URL Link OTO Sale Page Preview	☐	☐
13 URL Link Bonus Page Preview	☐	☐
14 URL Link Bonus Delivery	☐	☐

Notes



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15	URL Demo Video	☐	☐
16	URL Sales Video	☐	☐
17	URL OTO Video	☐	☐
18	Review Access Details (Include login URL)	☐	☐
19	Bonus Information (Include any URL links)	☐	☐

PART 2 - JV PARTNERS SPREADSHEET

		Yes	No
1	Create JV Partners Spreadsheet to keep track of your affiliate invites	☐	☐
2	Affiliate Name	☐	☐
3	Affiliate Email Address	☐	☐
4	Social Media URL links (Facebook, Skype)	☐	☐
5	Date Contacted	☐	☐
6	Replied (mark yes when the affiliate replies)	☐	☐
7	Confirmation (IN, OUT, Maybe)	☐	☐
8	Did Affiliate Promote (Yes, No)	☐	☐
9	Affiliate Score (Give a score 1 – 10 to filter your top affiliate)	☐	☐

Notes



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|----|--|--------------------------|--------------------------|
| 10 | Review Access (Requested, Sent) | ☐ | ☐ |
| 11 | Review Access Username (if required) | ☐ | ☐ |
| 12 | Review Access Password (if required) | ☐ | ☐ |
| 13 | Note (Keep a record of any important details for each affiliate) | ☐ | ☐ |

Notes