

Weekly Client Check-In Template

Structured Progress Reports That Keep Clients Happy

Use this template for every weekly client check-in. Fill in and send via email or share screen during your call.

Client: [Client Name] | **Week of:** [Date] | **Project:** [Project Name]

This Week's Progress

- ✓ [Completed task 1 - be specific about what was delivered]
- ✓ [Completed task 2]
- ✓ [Completed task 3]

Key Metrics

Metric	Last Week	This Week	Change
[e.g., Chatbot conversations]	[number]	[number]	[+/- %]
[e.g., Response time]	[number]	[number]	[+/- %]
[e.g., Lead captures]	[number]	[number]	[+/- %]

Blockers / Issues

[List any blockers. If none, write 'No blockers this week.']

Next Week's Plan

- [Planned task 1]
- [Planned task 2]
- [Planned task 3]

Action Items for Client

- [Anything you need from the client]

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