

Creator Delivery Desk - Start Here

This guide accompanies the Notion template link supplied with your purchase. Track paid brand-content delivery, revision decisions and payment follow-up. Enter and update records yourself.

1. Get your copy

1. Open the Notion template link in your order contents while signed in to your own Notion account.
2. Use Notion's Duplicate or Create copy action and choose your workspace. If Notion says it will create a copy instead of moving the page, continue with the copy. Your working version should appear in your workspace.
3. Open the Example and Blank editions from the copied root page. Each edition has its own Projects, Deliverables, Requests and Payments databases. Keep Example as a reference; put real work in Blank.
4. Open the four database links at the top of Blank. They should stay inside your new workspace. If one returns to the seller's private workspace, do not enter client information. Contact the seller using the support details supplied with your order and include the page title and link that failed.

2. Start with one project

In Blank > Projects, create one project for an existing paid collaboration. Record the scope you have actually agreed, one next action and its action date. You can stop after this single row. A delivery deadline and the date you need to follow up are separate fields. Brand contact and Brief / agreement link are optional.

Before filming, check the written brief for asset count and formats, raw footage, included edit rounds, usage, posting requirements and the approval point. Treat anything unclear as a question for the brand. Keep the original brief or decision thread linked when possible.

3. Add records when work happens

When a draft exists, create a Deliverables item with its project, version and delivery date. Use File for a version-labelled video or raw-footage folder link; Notion's Free plan currently limits each upload to 5 MB. Check recipient access before handoff. If the demo HTML does not preview inline, download it from Review files and open it in a browser.

When feedback arrives, add a Requests item linked to its deliverable. Change type describes the request; Scope decision records whether it is agreed. Leave unclear work at Awaiting confirmation. Keep Reviewed version, exact feedback and a round label together. Separate changes needing different decisions. Request rows do not count revision rounds.

Create one Payments item per agreed instalment, linked to its Project. An empty amount means unknown. Check Amount confirmed only after checking the amount and currency. Due basis records the payment trigger; enter Due date yourself. Mark only a fully received instalment Paid. Workflow examples shows a deposit, balance and partial receipt.

4. Review once a week

Check next actions and dates, review-file versions, pending decisions and payment terms. Keep a next action for any usage-window check due after delivery; keep the project active until it is resolved, or use your calendar when archiving.

Completed or paid items may leave focused views. Use the database shortcuts to find all records. On a small screen, use Projects' compact Quick check view. An Action date does not enable a notification by itself; set your own Notion reminder in the date picker or use your calendar.

The Example contains fictional brands, amounts and HTML review packs. These demonstrate the workflow; they are not finished videos or design deliverables. Blank starts empty. Keep sensitive client details private and check file-sharing permissions before sending files externally.