FJD Trion Creative

CLIENT DELIVERY / PRACTICAL RESOURCE

3D scan client handover checklist

Test the actual recipient experience before you send the project.

Complete digitally in a PDF viewer, or print and check by hand.

PROJECT

REVIEW DATE

RECIPIENT / REVIEWER

COMPLETE THE AGREED HANDOVER CHECKS

- [ ] **Access**
  Open the exact link under the agreed recipient login conditions.
- [ ] **Navigation**
  Find the required rooms, stairs and connecting areas.
- [ ] **Measurement tools**
  If required, confirm the recipient can use the agreed tools.
- [ ] **Units and selection**
  Identify the units and the correct surfaces or points to select.
- [ ] **Critical dimensions**
  Record checks needed before fabrication or installation.
- [ ] **Coverage and omissions**
  Identify missing, inaccessible or incomplete areas.
- [ ] **Capture and revision**
  Confirm the capture date and the version being shared.
- [ ] **Sharing and downloads**
  Check recipient access and the intended download permissions.
- [ ] **Recipient device**
  Test a representative project on the agreed browser and device.
- [ ] **Next action**
  Include a starting view, review task and contact for questions.

NOTES / UNRESOLVED ITEMS

Need help choosing a viewing and measurement workflow?

Discuss your sharing workflow