

**Hanson Digital Labs**

# **Freelance Report**

Prepared by

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February 7, 2028

## Overview

This report details the deliverable of the employee, Dalton Smith, who is a freelance content writer and graphic designer of the company. This document will also include issues the employee faced while carrying out the deliverables.

## Scope

The report includes the deliverables and the issues encountered by the employee in carrying out his tasks.

## Deliverables

DATE	DELIVERABLE	STATUS
February 5, 2028	Three lifestyle blog posts.	Completed
February 6, 2028	One mockup flyer for a real estate agency client.	In Progress

## Issues

1. The client for the flyer took hours to reply to the employee's questions on the specifications of the document.
2. The employee was feeling unwell leading to delayed work on the client's mockup flyer.

## **Recommendations**

1. Always follow up the client regarding the specifications of any document being requested.
2. The employee can always tell the client to excuse from work in case he gets sick.

# TEMPLATE.NET

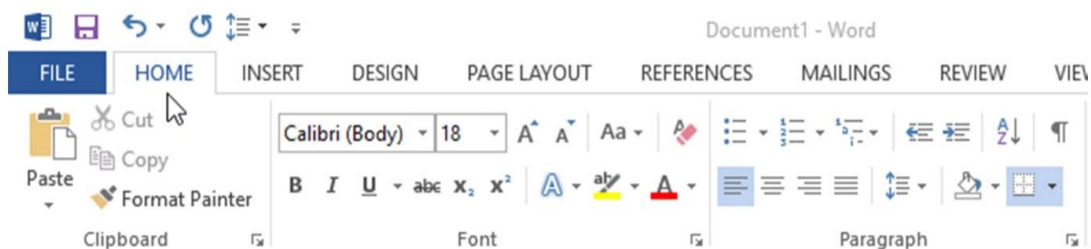
## READY-MADE TEMPLATES

### To Use This Documents

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

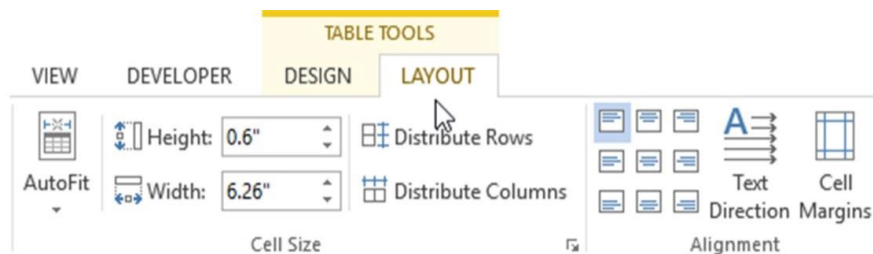
### To Edit Text:

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



### To Edit Table:

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



### To Edit Chart:

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

