

Monthly Client Report — Prop Cards

Print-order specification

Trim size	63.5 × 88.9 mm (poker standard)
Bleed	3 mm on every edge
Safe margin	4 mm inside the trim line
Corner radius	3.5 mm die-cut (industry standard)
Stock	300–350 gsm coated card, linen finish recommended
Ink	RGB original; convert to CMYK at the printer (FOGRA39 / GRACoL)
Sheet	A4 portrait, 2 × 3 layout, single-sided; print two copies for table sets
Contents	6 cards; branded backs sheet and blanks included

Cut & assemble

1. Print the fronts sheet on card stock; print the backs sheet in the same batch if your printer supports duplex mirror.
2. Cut along the die-guide frames, or Guillotine using the corner guides.
3. Round the corners with a 3.5 mm corner punch, or send to a card printer with the spec above.
4. One deck per pair of 2–3 participants; the blank faces are refillable.

START HERE

1

The delivery loop

Collect once · write the spine · cut · send on the date · keep/stop/start. The report is a routine, not a re-invention.

The report exists to make renewal boring.

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COLLECT

2

The fixed checklist

Same list, same day monthly. Every gap gets a named owner and a date — not a chase.

Ad-hoc asks are how collection becomes a scavenger hunt again.

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SPINE

3

Three sentences

What happened. So what. Now what. Charts enter only after a sentence earns the place.

The sentence is real when the client repeats it back in the meeting.

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CUT

4

Delete before sending

Any chart nobody referenced in two consecutive meetings dies without ceremony.

A ten-minute report gets read; a forty-minute report gets resented.

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SEND

5

The calendar you defend

Agreed once, same day every month, no exceptions, no “sorry for the delay”.

Predictability is the product; the PDF is just its courier.

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WATCH-OUT

6

Four ways this goes wrong

1. Chart dump. 2. Moving calendar. 3. Bad-news burial. 4. The report nobody reviews.

Bad news gets the first sentence of its section and the first minute of the meeting.

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MONTHLY CLIENT REPORT



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YOUR OWN



Your own

Write a prompt for this room on the blank faces before you print.

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Your own

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