

REVISION – Client Feedback Kit

A prompt and a table to sort out conflicting client feedback.

The problem

SLACK

“remove it”

EMAIL

“keep it”

CALL

“let’s decide later”

Which requests are clear, which do I confirm, and what do I ask the client?

Build the wrong version and a revision round goes with it. This kit quotes the exact words and drafts the question. You make the decisions.

What you get

REVISION_PROMPT.txt	the prompt to copy into your AI tool
REVISION_TEMPLATE.csv	the table: six columns, ready to fill
REVISION_EXAMPLE_fictional.csv	the same table, filled in for the example
REVISION_START_HERE.pdf	this guide
USAGE.txt	saving the table, privacy, terms of use

Start in three steps

- 1 Gather.** What was agreed (deliverables, revision rounds, which round this is, who approves changes) and the client’s messages as text, labelled Slack, Email or Call notes, with dates.
- 2 Paste.** Copy the prompt into your AI tool. Replace the two [PASTE] parts with your own text.
- 3 Check.** Read every row against the original messages. Start only what is under START NOW. Send only the questions under WAIT.

The table: one row per message

The AI answers with a table in a code block. Its header is exactly the one in

REVISION_TEMPLATE.csv:

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"REQUEST", "SOURCE", "EXACT WORDS", "STATUS", "CAN WE START?", "QUESTION TO CLIENT"
```

The six columns

REQUEST	the change the client wants. Pricing table on Services: remove or keep
SOURCE	where and when it was said. Slack - Dana - Mon 10:05
EXACT WORDS	the message, copied without rewording.
STATUS	CLEAR agree CONFLICT disagree UNCLEAR a “maybe” CHECK SCOPE extra work?
CAN WE START?	Yes only if the request is CLEAR, inside the scope, and your text shows who decided it. Otherwise No .
QUESTION TO CLIENT	one short question that quotes what was said.

A postponed decision (“let’s see it without and decide”) is not a decision: it does not settle a conflict.

Keep the table

Simplest: paste the AI’s table into a plain text file and save it as **.csv**. **In a spreadsheet:** open **REVISION_TEMPLATE.csv** and paste only the rows **below** the header. More in **USAGE.txt**.

Before you paste: remove names, emails, phone numbers, prices and anything confidential you do not need.

Check before you act: the exact words are in every row so you can compare them with the original message. The AI can misread a message and does not know your contract. This kit is not legal advice.

A small example

Fictional example

What the AI received

Scope: Maple & Co website, 5 pages. Two revision rounds included; this is round 2 of 2.

Slack, Monday – Dana 10:05: “Can we remove the pricing table from the Services page? Sam thinks it makes us look cheap.”

Email, Wednesday 9:14 – Dana: “...please keep the pricing table on the Services page, it's the first thing customers ask about. The header also feels a bit heavy to me. ...”

Call notes, Thursday: “Header: lighter, not smaller (Sam).” ... “Pricing table: let's see it without and decide.”

Two of the six requests in this fictional thread are shown. All six are in **REVISION_EXAMPLE_fictional.csv**.

What it returned

Pricing table on Services: remove or keep

CONFLICT Can we start? No

Question for the client: Pricing table on Services: Monday's Slack says remove it, Wednesday's email says keep it, and on Thursday's call the notes say “let's see it without and decide.” Should round 2 ship with it or without it, and who makes that call, you or Sam?

Header: lighter, same size

CLEAR Can we start? Yes

How to read it

Remove and keep are a **conflict**, and the call did not settle it, so the pricing table waits for the client's answer in writing. The header request was **clear**: it can start once you have checked the scope.

About this example. The client and messages are fictional, and no commercial result is claimed. The table is one run of the earlier prompt (v1); I checked each quote against the messages. The prompt in this kit (v2) is stricter and says No when the scope or the decider is unknown. I have not re-run the example with it. Try the prompt on one small, anonymised thread first.