

Edit feedback sheet

Record time-specific changes with their reason and a clear acceptance check.

WHEN	FOR	UPDATED
During each review round	Editors and clients	2026-10-08

01 Review a named export

4 CHECKS

- ☐ Identify the video version before writing a comment.
Use the exported filename or version identifier. Times from another edit can refer to the wrong passage.
- ☐ Record the passage, the requested action and the reason.
Add a spoken phrase when repeated sections make a timestamp ambiguous. Separate factual corrections from style preferences.
- ☐ Write an acceptance check the reviewer can observe.
For a repeated greeting, the check might be that the opening introduces the subject once. Do not close the row on acknowledgement alone.
- ☐ Resolve conflicting comments before returning the sheet.
Name a decision owner. Review the saved revised file and its surrounding context before marking the item resolved.

02 Working table

4 OF 8 COLUMNS

Start time in reviewed export	End time in reviewed export	Requested change	Reason

The Excel version has all 8: Start time in reviewed export, End time in reviewed export, Requested change, Reason, Acceptance check, Priority, Status, Reviewer. Fill its blank rows with observations from your project.

Next Give feedback without rebuilding the timeline.

Request the change in Studio's chat. Revisions of paid footage use no additional editing minutes.

[Edit this recording in Studio](#)

30 free editing minutes when you sign up



SCAN TO OPEN

<https://studio3.itskaivalya.com/signup?src=resource-edit-feedback-sheet>