

AuditTrace Labs Sample Evidence Readiness Packet

Redacted public sample - structure only. Not a live forensic report, legal opinion, incident response report, or attribution claim.

Final contact path	contact@audittracelabs.com
Packet purpose	Preserve decision-grade system-state evidence before remediation, recovery, or dispute pressure changes the record.
Scope boundary	One authorized client, one workflow or incident type, one capture window, and explicit exclusions.
Public boundary	No passive monitoring, employee surveillance, person scoring, credential collection, malware cleanup, attribution, or legal advice.

1. Snapshot Card

Workflow	MSP client incident handoff - one Windows device group, one event window.
Approved sources	System-state summary, selected event logs, configuration notes, collection manifest, and handling notes.
Exclusions	Passwords, tokens, recovery codes, broad private content, privileged material, passive monitoring data, and out-of-scope systems.
Validation state	Manifest present; scope reviewed; handling path recorded; reviewer notes included.

2. Handoff Packet Sections

A. Intake and authority	Requester, organization, authorization basis, timeline, and communication path.
B. Scope and exclusions	What is in scope, what is explicitly out of scope, and what should not be collected.
C. Preservation summary	What was captured, when, from which system category, and by which local workflow.
D. Manifest and validation	Packet manifest, checks, notes, version, and any unresolved questions.
E. Final handoff	Prepared for counsel, IR, insurance, management, or MSP client record.

3. First Contact Safety Note

The first message should describe the offer type, workflow or incident type, authorized requester, timeline, known exclusions, and what needs to be reviewable later. Do not send passwords, credentials, recovery codes, protected records, private logs, screenshots, sensitive files, or evidence exports in the first message.

Email at front and final endpoint: contact@auditracelabs.com