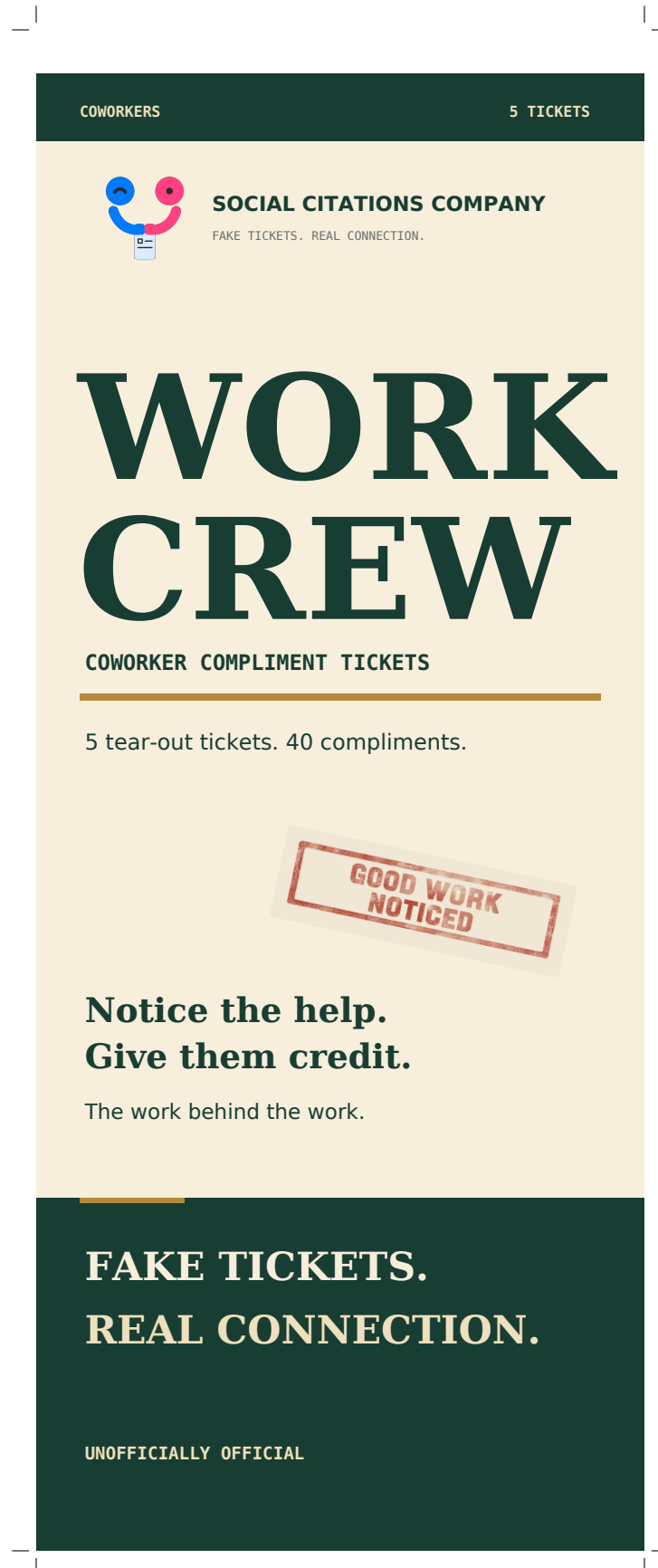






CREDIT WHERE IT'S DUE

COWORKER GUIDE | READ ONCE, THEN USE

WHAT THIS IS

A thank-you for people who make work better. Notice helpful judgment, a clear handoff or care for a teammate. Appreciation, not an evaluation.

HOW TO ISSUE ONE

1 NOTICE
Choose a specific contribution you experienced, not a job title or ranking.

2 MARK
Check one or two compliments. Add the useful detail without private work data.

3 TEAR + HAND OVER
Detach the ticket. Give it during a pause that does not interrupt their task.

4 NAME THE HELP
Tell them what made a difference. Keep it brief and free of a new request.

5 LET THEM KEEP IT
A quiet thank-you can be the whole exchange. They can get back to their day.

6 TAKE A MINUTE, OPTIONAL
They may detach the response slip, fold or tear one number, and return it.

THANKS WITHOUT A TASK ATTACHED.

A ticket is a personal thank-you, not a performance review. Coworkers can pass across any level of seniority. Keep it about a contribution you appreciate, with no favor or extra task attached.

KEEP THEIR TIME AND TRUST.

Choose a suitable pause. Ask before naming a coworker, showing their ticket or sharing a workplace story online.

SIDE 2/16 | COVER STOCK | CUTOUT 3.5 x 8.75 inches

Measure line: exactly 1 inch / 25.4 mm. Keep sides 2 and 4 inverted.

Print covers: 1,2,15,16. Print interiors: 3-14. Reassemble in side order; top binding.

BETWEEN TASKS | KEEP THIS LEAF

NAME THE HELPFUL PART



WORK OPENERS | USE YOUR OWN VOICE

1 That handoff made my part much easier.

2 I noticed the care you put into that.

3 Thanks for making that clear without making it awkward.

4 You caught something that would have been a headache.

5 That helped more than you probably realized.

6 I wanted to give you credit for that.

FOLLOW-UP LINES

- No follow-up task. Just a thank-you.
- You saved me a lot of guesswork.
- I'll let you get back to it. I meant the compliment.
- If you've got a moment, the slip has a few choices.

SPECIFIC THANKS TRAVELS WELL

Name what helped and why it mattered. Avoid ranking people, praising unpaid overwork or turning appreciation into a request for the same favor again.

PICK THE RIGHT PAUSE

Respect busy periods. A quiet handoff can mean more than a public reaction.

Print covers: 1,2,15,16. Print interiors: 3-14. Reassemble in side order; top binding.

SOCIAL CITATIONS COMPANYWK-01-01

WORK CREW / COWORKERS / CREDIT WHERE DUE



SOCIAL CITATIONS COMPANY
FAKE TICKETS. REAL CONNECTION.

NOTICE OF
CREDIT DUE

GOOD WORK
NOTICED

Issued for making work better for someone

What was noticed | check one or two

☐ Your handoff left no guessing.

☐ You caught that before it shipped.

☐ You made the new hire feel welcome.

☐ You cleared up that confusion.

☐ You gave the whole crew credit.

☐ You kept that customer in the loop.

☐ You made a hard shift lighter.

☐ You checked which tools I still needed.

Evidence | one personal line, optional

Finding: Your contribution made a difference.

TEAR HERE: DETACH THE WHOLE RESPONSE SLIP BELOW

Take a minuteoptional

Fold one number toward this side.
Return this whole response slip.

1Name a one-minute break.

2Describe your job as a weather forecast.

3What's your ideal break snack?

4Invent a mascot for our workplace.

5What hobby would you show us?

6Give today's shift a movie title.

WK-01-01-R | RESPONSE SLIP

FOLD UP1BREAK

FOLD UP2FORECAST

FOLD UP3SNACK

FOLD UP4MASCOT

FOLD UP5HOBBY

FOLD UP6TITLE

SIDE 5/16 | INTERIOR STOCK | CUTOUT 3.5 x 8.75 inches

Measure line: exactly 1 inch / 25.4 mm. Keep sides 2 and 4 inverted.

Print covers: 1,2,15,16. Print interiors: 3-14. Reassemble in side order; top binding.

SOCIAL CITATIONS COMPANYWK-01-01

WORK CREW / COWORKERS / CREDIT WHERE DUE



SOCIAL CITATIONS COMPANY
FAKE TICKETS. REAL CONNECTION.

CREDIT WHERE DUE.

The paperwork is fake. The compliment is real.

Just a compliment. Nothing owed.

A coworker's thank-you, in writing

Someone you work with appreciated your help, care or judgment. This is their thank-you, not a performance review or a request for more. Keep the ticket. Nothing is added to your list.



TICKET GUIDE

TEAR HERE: DETACH THE WHOLE RESPONSE SLIP BELOW

NOTICE TO ORIGINAL ISSUER

One optional workday pause.

Read the chosen prompt on the front of this slip. Answer or start the action, or simply pass.

Any physical contact needs a clear yes from both. A selected tab does not replace that agreement.

WK-01-01-R | RESPONSE SLIP

TITLE
6
SELECTED

HOBBY
5
SELECTED

MASCOT
4
SELECTED

SNACK
3
SELECTED

FORECAST
2
SELECTED

BREAK
1
SELECTED

SOCIAL CITATIONS COMPANYWK-01-02

WORK CREW / COWORKERS / CREDIT WHERE DUE



SOCIAL CITATIONS COMPANY
FAKE TICKETS. REAL CONNECTION.

NOTICE OF CREDIT DUE

Issued for making work better for someone

GOOD WORK NOTICED

What was noticed | check one or two

☐ Your notes made the next step clear.	☐ You backed me up without taking over.
☐ You found the cause, not just a fix.	☐ You asked the night crew's view.
☐ Your display makes the choice clear.	☐ You stayed kind during a tough call.
☐ You asked the question we needed.	☐ You noticed the missing safety guard.

Evidence | one personal line, optional

Finding: Your contribution made a difference.

TEAR HERE: DETACH THE WHOLE RESPONSE SLIP BELOW

Take a minuteoptional

Fold one number toward this side.
Return this whole response slip.

1 What should a new-hire guide say?	2 What lunch is worth a short walk?
3 Invent our dream break room.	4 What off-duty skill surprises people?
5 Describe a snack in three clues.	6 What song would open our workday?

WK-01-02-R | RESPONSE SLIP

FOLD UP 1 GUIDE	FOLD UP 2 LUNCH	FOLD UP 3 ROOM	FOLD UP 4 SKILL	FOLD UP 5 CLUE	FOLD UP 6 SONG
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SIDE 7/16 | INTERIOR STOCK | CUTOUT 3.5 x 8.75 inches

Measure line: exactly 1 inch / 25.4 mm. Keep sides 2 and 4 inverted.

Print covers: 1,2,15,16. Print interiors: 3-14. Reassemble in side order; top binding.

SOCIAL CITATIONS COMPANYWK-01-02

WORK CREW / COWORKERS / CREDIT WHERE DUE



SOCIAL CITATIONS COMPANY
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CREDIT WHERE DUE.

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A coworker's thank-you, in writing

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TICKET GUIDETEAR HERE: DETACH THE WHOLE RESPONSE SLIP BELOW

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WK-01-02-R | RESPONSE SLIP

SONG
6
SELECTED

CLUE
5
SELECTED

SKILL
4
SELECTED

ROOM
3
SELECTED

LUNCH
2
SELECTED

GUIDE
1
SELECTED

SOCIAL CITATIONS COMPANYWK-01-03

WORK CREW / COWORKERS / CREDIT WHERE DUE



SOCIAL CITATIONS COMPANY
FAKE TICKETS. REAL CONNECTION.

NOTICE OF
CREDIT DUE

GOOD WORK
NOTICED

Issued for making work better for someone

What was noticed | check one or two

☐ Your schedule is easy to read.

☐ You brought a useful second opinion.

☐ You took my concern seriously.

☐ You returned that tool ready to use.

☐ Your estimate gave us room to plan.

☐ You kept your promise to call back.

☐ You made the repair look seamless.

☐ You left a clear path for the cart.

Evidence | one personal line, optional

Finding: Your contribution made a difference.

TEAR HERE: DETACH THE WHOLE RESPONSE SLIP BELOW

Take a minuteoptional

Fold one number toward this side.
Return this whole response slip.

1What's your best secondhand find?

2Why might our pencils go on strike?

3What nearby place deserves a visit?

4Name a film using only three words.

5What food reminds you of a good trip?

6Name an island after our workplace.

WK-01-03-R | RESPONSE SLIP

FOLD UP1FIND

FOLD UP2STRIKE

FOLD UP3LOCAL

FOLD UP4GUESS

FOLD UP5FOOD

FOLD UP6ISLAND

SIDE 9/16 | INTERIOR STOCK | CUTOUT 3.5 x 8.75 inches

Measure line: exactly 1 inch / 25.4 mm. Keep sides 2 and 4 inverted.

Print covers: 1,2,15,16. Print interiors: 3-14. Reassemble in side order; top binding.

SOCIAL CITATIONS COMPANYWK-01-03

WORK CREW / COWORKERS / CREDIT WHERE DUE



SOCIAL CITATIONS COMPANY
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CREDIT WHERE DUE.

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A coworker's thank-you, in writing

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TICKET GUIDE

TEAR HERE: DETACH THE WHOLE RESPONSE SLIP BELOW

NOTICE TO ORIGINAL ISSUER

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WK-01-03-R | RESPONSE SLIP

ISLAND
6
SELECTED

FOOD
5
SELECTED

GUESS
4
SELECTED

LOCAL
3
SELECTED

STRIKE
2
SELECTED

FIND
1
SELECTED

SOCIAL CITATIONS COMPANYWK-01-04

WORK CREW / COWORKERS / CREDIT WHERE DUE



SOCIAL CITATIONS COMPANY
FAKE TICKETS. REAL CONNECTION.

NOTICE OF
CREDIT DUE

GOOD WORK
NOTICED

Issued for making work better for someone

What was noticed | check one or two

☐ You listened before suggesting a fix.

☐ You found a simpler way to pack it.

☐ You made the change make sense.

☐ You shared the trick that helped you.

☐ Your joke landed at the right time.

☐ You left the bench ready for us.

☐ You noticed the order was incomplete.

☐ You gave feedback I could act on.

Evidence | one personal line, optional

Finding: Your contribution made a difference.

TEAR HERE: DETACH THE WHOLE RESPONSE SLIP BELOW

Take a minuteoptional

Fold one number toward this side.
Return this whole response slip.

1What book should coworkers read?

2Invent a machine for better breaks.

3What dish do you put your spin on?

4Give three clues to a mythical creature.

5Where would you spend a free hour?

6Name our imaginary break-time show.

WK-01-04-R | RESPONSE SLIP

FOLD UP1BOOK

FOLD UP2MACHINE

FOLD UP3COOK

FOLD UP4MYTH

FOLD UP5PLACE

FOLD UP6PODCAST

SIDE 11/16 | INTERIOR STOCK | CUTOUT 3.5 x 8.75 inches

Measure line: exactly 1 inch / 25.4 mm. Keep sides 2 and 4 inverted.

Print covers: 1,2,15,16. Print interiors: 3-14. Reassemble in side order; top binding.

SOCIAL CITATIONS COMPANYWK-01-04

WORK CREW / COWORKERS / CREDIT WHERE DUE



SOCIAL CITATIONS COMPANY
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CREDIT WHERE DUE.

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TICKET GUIDE

TEAR HERE: DETACH THE WHOLE RESPONSE SLIP BELOW

NOTICE TO ORIGINAL ISSUER

One optional workday pause.

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WK-01-04-R | RESPONSE SLIP

PODCAST
6
SELECTED

PLACE
5
SELECTED

MYTH
4
SELECTED

COOK
3
SELECTED

MACHINE
2
SELECTED

BOOK
1
SELECTED

SOCIAL CITATIONS COMPANYWK-01-05

WORK CREW / COWORKERS / CREDIT WHERE DUE



SOCIAL CITATIONS COMPANY
FAKE TICKETS. REAL CONNECTION.

NOTICE OF
CREDIT DUE

GOOD WORK
NOTICED

Issued for making work better for someone

What was noticed | check one or two

☐ You handled that mix-up with grace.

☐ You made the first day less awkward.

☐ You checked who would be affected.

☐ You spotted the mismatch in totals.

☐ You made a fair call under pressure.

☐ You kept us updated as things changed.

☐ You let me work through it myself.

☐ That finish shows the care you took.

Evidence | one personal line, optional

Finding: Your contribution made a difference.

TEAR HERE: DETACH THE WHOLE RESPONSE SLIP BELOW

Take a minuteoptional

Fold one number toward this side.
Return this whole response slip.

1What's your favorite small treat?

2Design a workplace on another planet.

3What would you build for fun?

4Make a riddle about a common tool.

5What comedy holds up on a rewatch?

6Name a sandwich after our team.

WK-01-05-R | RESPONSE SLIP

FOLD UP1TREAT

FOLD UP2PLANET

FOLD UP3CRAFT

FOLD UP4RIDDLE

FOLD UP5COMEDY

FOLD UP6MENU

SIDE 13/16 | INTERIOR STOCK | CUTOUT 3.5 x 8.75 inches

Measure line: exactly 1 inch / 25.4 mm. Keep sides 2 and 4 inverted.

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SOCIAL CITATIONS COMPANYWK-01-05

WORK CREW / COWORKERS / CREDIT WHERE DUE



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TICKET GUIDE

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NOTICE TO ORIGINAL ISSUER

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WK-01-05-R | RESPONSE SLIP

6
SELECTED
MENU

5
SELECTED
COMEDY

4
SELECTED
RIDDLE

3
SELECTED
CRAFT

2
SELECTED
PLANET

1
SELECTED
TREAT

COWORKER APPRECIATION | KEEP THIS LEAF

GIVE SPECIFIC CREDIT



THE COMPLETE HANDOFF

1

NOTICE

Name a helpful contribution you actually experienced.

2

CHOOSE

Mark one or two compliments that match the moment.

3

EXPLAIN

Add what became easier, clearer or better because of it.

4

THANK

Hand it over during a suitable pause, without a new ask.

5

RESPECT

Let them accept it privately and get on with their day.

WHAT COUNTS AS SUCCESS?

A colleague knows their contribution mattered. A longer conversation is welcome when it suits both people; it is not another task to complete.

NO HIDDEN WORKLOAD

Do not trade thanks for favors, extra availability or personal details. Skip comparisons, public pressure and jokes about a coworker's status.

GIVE THE CREDIT. KEEP IT SIMPLE.

Make the helpful work visible with a clear, specific thank-you.

WORK CREW | COWORKER COMPLIMENTS

MORE CREDIT DUE?

For the people who make work work.



EXPLORE THIS EDITION

WORK CREW / BOOK 001

Explore this edition, find another booklet, or share an idea.
The paper exchange works without a phone.

INSIDE THIS BOOK

5 citations | 8 choices each | 5 response slips

Forty ways to recognize helpful colleagues and thoughtful work.



SOCIAL CITATIONS COMPANY

FAKE TICKETS. REAL CONNECTION.

FAKE TICKETS. REAL CONNECTION.

JUST A COMPLIMENT. NOTHING OWED.