

Sample Annotation Guideline

Intended use: Hebrew business-text classification and reviewer calibration.

Source status: Synthetic public demonstration. No customer data is included.
Limitations: This sample demonstrates documentation structure only. Project-specific rules, thresholds, and outputs must be agreed separately.

1. Task definition

Assign one primary category to each Hebrew business message. Reject items that are unreadable, duplicated, outside scope, or contain prohibited sensitive data.

2. Label set

Label	Definition	Examples
Transactional	Message caused by an account, order, payment, verification, or service event.	Receipt, shipping update, password reset
Promotional	Message intended to advertise, sell, or encourage a commercial action.	Discount, campaign, product launch
Social	Relationship, community, invitation, survey, or engagement content.	Welcome, event invitation, feedback request
Support	Operational support or service-resolution communication.	Ticket update, outage notice, issue response

3. Hebrew-specific review

- Confirm that the dominant content is Hebrew.
- Do not treat English product names as non-Hebrew content.
- Check mixed-direction numbers, URLs, dates, and currencies.
- Use the message purpose, not isolated words, to assign the label.

4. Example

ההזמנה שלך נשלחה ותימסר בתוך שלושה ימי עסקים.

Decision: Transactional. The message reports a shipping event caused by an order.

5. Acceptance rules

Control	Threshold
Required fields complete	100%
Duplicate rate	Below 1%
Reviewer agreement on calibration set	At least 90%
Unresolved critical privacy findings	0