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| **Pre-Production Checklist** | | |
| **Use this form as you assemble the final documents** | | |
|  | Delivery method verified (hand-delivered, FedEx, courier, etc.) | |
|  | Single vs. Double sided copying checked | |
|  | Final editing done: | |
|  |  | Spelling checked  Headers/footers checked  Formatting instructions (mm font size, line spacing, single/double sided, paper size, margins, etc.):  Graphics specifications (font size, file format, mm/max size, captions, etc.):  Quantities correct  Contents checked against the table of contents |
|  |  |  |
| **Production and Mailing Checklist** | | |
|  | | |
| **Production** | | |
|  | Cover letter signed | |
|  | Title pages inserted into binders | |
|  | Covers, spines, and tabs correct | |
|  | Proposals are packaged properly | |
|  | Contents assembled correctly | |
|  | Reproduction quality checked | |
|  | Original stamped (if required) | |
|  | Electronic copies prepared in PDF format (if required) | |
|  | Binding (3-Ring, GBC, Velo-bind, Staple, Other) | |
|  |  |  |
| **Mailing** | | |
|  | Boxes/Shipping Materials prepared | |
|  | Delivery address/instructions (Fed Ex, U.S. Mail, hand-carry, delivery receipt, etc.) | |



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| **Technical Proposal Label Text:** | **Cost Proposal Label Text:** | **Outside Label Text:** |
| Delivery receipt prepared in advance? | | |

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| **Copies** | | |
|  | Total Cost Proposal | |
|  | Total Technical Proposal | |
|  |  |  |
| **Receipt** | | |
|  | Confirm receipt of proposal document | |