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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 checkedHeaders/footers checkedFormatting 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 correctContents checked against the table of contents |
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| **Production and Mailing Checklist** |
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| **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 |