

Checklist	Question	What to Look For
<input type="checkbox"/>	Do all columns have clear headers?	No blanks or vague names like “How Much?”
<input type="checkbox"/>	Is each row one record?	One sale, one transaction, etc.
<input type="checkbox"/>	Are formats consistent?	Same date format, no mixed currency or number styles
<input type="checkbox"/>	Are there any merged cells?	All cells should be unmerged for clean structure
<input type="checkbox"/>	Are all required fields filled in?	No missing names, prices, or dates
<input type="checkbox"/>	Are numeric values stored as numbers?	No text like “Twenty-five” in numeric columns
<input type="checkbox"/>	Have you saved a backup?	With a name like “March2025_Sales_v1.xlsx”