|  |  |  |
| --- | --- | --- |
|  | **COMPANY NAME** |  |
|  |  | |
|  | Street Address, City, ST ZIP | |
|  | (999) 999-9999 | |
|  | user\_name@email.com | |
| CHECKLIST | | |

|  |
| --- |
| Please Check the right columns to verify you've done the task. Write your Name/ Name Company and a Check. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TASKS LIST** | **IN PROCESS** | **DONE** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |
| 21 |  |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |
| 25 |  |  |  |
| 26 |  |  |  |
| 27 |  |  |  |
| 28 |  |  |  |
| 29 |  |  |  |
| 30 |  |  |  |