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| --- | --- | --- | --- | --- | --- | --- |
| **DELIVERABLE CHECKLIST** | | | | | | |
| [ PROJECT # ] | | [ PROJECT NAME ] | | | | |
| [ TASK # ] | | [DELIVERABLE NAME ] | | | | |
|  | | | | | **Did you Resolve the Issue?** | **Project Manager Notified of Needed Changes?** |
| Is this a **DRAFT** or **FINAL** Deliverable? | [ DRAFT / FINAL ] | | [ DRAFT NUMBER ] | [ DESCRIBE ISSUE ] | [ YES / NO ] | [ YES / NO ] |
| Does the **NAME OF THE FILE** specify whether it is a **DRAFT** or **FINAL**? | | | [ YES / NO ] | [ DESCRIBE ISSUE ] | [ YES / NO ] | [ YES / NO ] |
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| Page footers | [ YES / NO ] | [ DESCRIBE ISSUE ] | [ YES / NO ] | [ YES / NO ] |
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| Subheadings | [ YES / NO ] | [ DESCRIBE ISSUE ] | [ YES / NO ] | [ YES / NO ] |
| Bullet Lists | [ YES / NO ] | [ DESCRIBE ISSUE ] | [ YES / NO ] | [ YES / NO ] |
| Page headers | [ YES / NO ] | [ DESCRIBE ISSUE ] | [ YES / NO ] | [ YES / NO ] |
| Page footers | [ YES / NO ] | [ DESCRIBE ISSUE ] | [ YES / NO ] | [ YES / NO ] |
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