

Freelance Project Scope: Automated PDF Merge and Email Distribution

Project Overview: Develop a standalone Python script that automatically merges daily incoming PDF files and emails the combined PDF to designated stakeholders.

Deliverables

Core Functionality

- **Automated PDF Merging:** Script that monitors a designated folder/location for incoming PDF files and merges them into a single combined PDF
- **Email Distribution:** Automatically send the merged PDF to a configurable list of stakeholders
- **Scheduling Capability:** Daily automated execution at specified time(s)
- **File Management:** Organize processed files (move to archive folder or maintain processing history)

Configuration Requirements

- **Flexible Input Sources:** Support monitoring local folders or network drives for incoming PDFs
- **Configurable Recipients:** Easy-to-update stakeholder email list without code modification
- **Customizable Settings:**
 - Email subject and body text
 - Merge frequency (daily timing)
 - File naming conventions for merged PDFs
 - Source and destination folder paths
- **Error Handling:** Logging and notification for failures (missing files, merge errors, email delivery issues)

Implementation Requirements

- **Modular Design:** Separate components for:
 - PDF collection and validation
 - PDF merging operations
 - Email sending functionality
 - Scheduling and automation
 - Logging and error handling
- **Configuration File:** All parameters (email credentials, folder paths, recipients, timing) managed through configuration file
- **Documentation:** Clear setup and usage instructions
- **Duplicate Detection:** Identify and skip duplicate files based on filename

Deliverables Package

1. Complete Python script(s) organized by functionality
2. Dependency specifications (requirements file)
3. Configuration file template
4. Documentation including:
 - Installation and setup guide
 - Configuration instructions
 - Scheduling setup (cron job or Task Scheduler)
 - Troubleshooting guide
5. Example usage and testing instructions

Out of Scope

- Web interface or dashboard
- Production server deployment

Success Criteria

The delivered script should:

- Successfully merge multiple PDFs into a single file
- Send emails with merged PDF attachment
- Run automatically on schedule
- Handle common error scenarios gracefully
- Be configurable without code changes
- Include clear logs for troubleshooting