

## **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