Our fact sheet collection focuses on a client website that uses English, that fits with the VT Principles of Community, that includes at least 8 to 12 webpages, that is managed by a specific person, and that was not designed or written by Traci.

Our fact sheet collection includes a letter of transmittal written in standard memo or letter format and document design, with single spacing within paragraphs and double spacing between paragraphs. It is written to the client website’s owner or manager and uses the appropriate name, job title, and address.

Our letter of transmittal includes paragraphs on the following: 1: Purpose and Delivery, 2: Background, 3: Contents and Value, 4: Relevance to the Client, and 5: Contact and Next Steps. Additional details at https://tracigardner.github.io/TechComm/assignments/fact-sheets-group/writing-your-fact-sheet-group-letter-of-transmittal.html

Our fact sheet collection includes a properly formatted title page, which lists a strong title, the name and address of the person whom the collection was prepared for, and the names of the people who prepared the collection. More details at https://tracigardner.github.io/TechComm/assignments/fact-sheets-group/writing-your-fact-sheet-group-titlepage.html

Our fact sheet collection includes a properly formatted table of contents, which lists all fact sheets, with the name of the person who wrote each one, and the page the fact sheet begins on.

Our fact sheet collection includes a fact sheet for each member of the group. Each fact sheet includes the following: **Title**: Be clear and specific. **Byline**: Include your name. **Introduction or Summary:** Explain why the topic matters (2–4 sentences). **Key Facts or Data Points:** 3–5 essential facts in bullets, stats, or short paragraphs. **Visuals**: Support key points using charts, screenshots, or diagrams; place visuals near relevant text (in proximity). **Headings/Subheadings:** Use clear section headings for easy scanning; main heading should be largest, subheadings smaller. **Sources**: Cite all data and claims; include links or footnotes; full references at the end; use a consistent citation format across the group. **Date**: Indicate when the fact sheet was created or updated; use a consistent format across the group

Fact Sheet Consistency: Our fact sheet collection includes a fact sheet for each participating member of the group, and has been designed for consistency among the sheets.

Fact Sheet Title & Byline: My fact sheets include clear and specific titles and the name of the author.

Fact Sheet **Introduction or Summary:** My fact sheet explains why the topic matters (2–4 sentences).

Fact Sheet **Key Facts or Data Points:** My fact sheet explains 3–5 essential facts in bullets, stats, or short paragraphs.

Fact Sheet **Visuals**: My fact sheet supports key points using charts, screenshots, or diagrams; place visuals near relevant text (in proximity).

Fact Sheet **Headings/Subheadings:** My fact sheet uses clear section headings for easy scanning, with the main heading as the largest and subheadings smaller.

Fact Sheet **Sources**: My fact sheet cites all data and claims; include links or footnotes; full references at the end; use a consistent citation format across the group.

Fact Sheet **Date**: My fact sheet indicates when the fact sheet was created or updated.