A clearer client handoff

Fictional sample - for the PDF workflow demonstration.

01 / Purpose

Prepare a concise service proposal and a separate scope sheet.

Combine both documents into one file your client can review.

02 / Example delivery

A website content review with an ordered list of recommendations.

One review meeting and a final, checked document.

03 / Before you share

Confirm the page order, read each page and keep the source files.

Review before sending

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04 / Quality checklist

Check that the scope matches the proposal.

Confirm that names, dates and any agreed figures are accurate.

Review page orientation, headings and the final page count.

05 / Practice task

Merge this two-page proposal with the one-page scope sample.

Your merged result should contain three pages.

Try numbering a separate working copy.