

Project cover

File A · page 1

01 Project cover

Review checklist

Packet contents	Cover + instructions	Complete
Page orientation	Portrait A4	Complete
Source copy	Kept separately	Complete

Check page count, order, orientation and key content in the output.

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Summary

File B · page 1

01 Summary

Review checklist		
Page order	Summary ▢ review ▢ appendix	Complete
Document type	tutorial sample	Complete
Output use	Merge practice	Review

Check page count, order, orientation and key content in the output.

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Appendix

File B · page 3

03 Appendix

Review checklist		
Attachment count	3 pages total	Review
Extraction example	Pages 1, 3, 5	Review
Keep originals	Do not overwrite	Review

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