

COVER

Project handoff packet

Organize the sections before sharing.

1. Keep this cover first.

2. Put Section A before Section B.

3. Place the Appendix last.

APPENDIX

Reference checklist

Supporting information belongs at the end.

1. Confirm the final page order.

2. Check the numbered footer on every page.

3. Keep an unchanged source copy.

SECTION B

Delivery checks

Review the result before sending it.

1. Open every exported page.

2. Check that Section A comes before this page.

3. Confirm the Appendix follows this section.

SECTION A

Preparation notes

This section should precede Section B.

1. Choose the pages the recipient needs.

2. Remove the blank page and duplicate.

3. Number the final packet after organizing.

SECTION A

Preparation notes

This section should precede Section B.

1. Choose the pages the recipient needs.

2. Remove the blank page and duplicate.

3. Number the final packet after organizing.