Final file delivery quality checklist

Prevent missing formats and incorrect versions in a handoff.

Three steps

1. Check deliverables against scope
2. Open each export
3. Send the correct files and instructions

A worked example

Deliverable	Logo
Requested format	SVG
Version	Final v3
Verified	Yes
Delivered	Yes

The verified version is ready for delivery.

Confirm usage and licensing terms.

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Use one row per item or decision. Start with what you know.

Deliverable	Requested format	Version	Verified	Delivered

My next action / when