FLOWPDF / PRACTICE FILE

Project brief

HANDOVER PACKET

A practice document with two pages to remove.

Purpose: hand over a finished demo.

Keep this brief with the checklist.

Review the handover notes before sharing.

Old agenda

OUTDATED - REMOVE THIS PAGE

This draft agenda is no longer needed.

Old plan: discuss the first draft.

This sheet is not part of the final handover.

Checklist

FINAL VERSION

Check each item before handing over the project.

- Confirm the final files are present.
- Check the page order.
- Save a separate copy for sharing.

Handover notes

FINAL VERSION

Keep these notes with the project brief and checklist.

Keep the source file unchanged.

Open the final PDF before sharing it.

Printed page numbers do not change.