Cover Requirements/Tracking Sheet

| **Proposal Directory:** | |  | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Draft Cover Due By:** | |  | | | | **Final Cover Due By:** |  | | |
| **Proposal Coordinator:** | |  | | | | **Extension:** |  | | |
| ***COVER INFORMATION*** | | | | | | | | | |
| **Template Color/Name:** | | | Blue/Name: | Green/Name: | | | | Red/Name: | |
| **Solicitation Number:** | | |  | | | | | | |
| **Proposal Due Date: (FYI only unless required by the RFP)** | | |  | | | | | | |
| **Cover Title:**  **Vol Name/Number:**  **Sol Number:** | | |  | |  | | | |  |
| **Binder Size:** | | |  | |  | | | |  |
| **Number of Copies:** | | | Original (O) + ??? for submission  & O + ??? for backup  & 1 library copy ??? CD labels for submission ??? CD labels for backup 2 CD labels for library  = **??? copies/??? CD labels** | | O + ??? for submission  & O + ??? for backup  & 1 library copy ??? CD labels for submission ??? CD labels for backup 2 CD labels for library  = **??? copies/??? CD labels** | | | | O + ??? for submission  & O + ??? for backup  & 1 library copy ??? CD labels for submission ??? CD labels for backup 2 CD labels for library  = **??? copies/??? CD labels** |
| **Other Information:** | | | | | | | | | |
| **Work into Prod.** |  | **Comments/Special Instructions:** | | | | | | | |
| **Out for Review/Edit** |  |
| **Sign Off** |  |
| **Work into Prod.** |  | **Comments/Special Instructions:** | | | | | | | |
| **Out for Review/Edit** |  |
| **Sign Off** |  |
| **Work into Prod.** |  | **Comments/Special Instructions:** | | | | | | | |
| **Out for Review/Edit** |  |
| **Sign Off** |  |