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 backup2 CD labels for library= **??? copies/??? CD labels** | O + ??? for submission& O + ??? for backup& 1 library copy??? CD labels for submission??? CD labels for backup2 CD labels for library= **??? copies/??? CD labels** | O + ??? for submission& O + ??? for backup& 1 library copy??? CD labels for submission??? CD labels for backup2 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** |  |