

# Checklist to Wrap Up Copywriting Assignment

1. Have all the client's needs been satisfied? \_\_\_\_\_
2. Did you proofread for:
  - Grammar? \_\_\_\_\_
  - Flow , logic and syntax? \_\_\_\_\_
  - Spelling? \_\_\_\_\_
  - Punctuation? \_\_\_\_\_
  - Are any words missing? \_\_\_\_\_
  - Are all names spelled correctly? \_\_\_\_\_
  - Did you get the quotes (if any) exactly as they were stated? \_\_\_\_\_
3. Make sure everything you intended to include has been included. \_\_\_\_\_
4. Did you check your facts against you research? \_\_\_\_\_
5. Check client's contact information against what you have on the collateral. \_\_\_\_\_
6. Compare your final draft to the questionnaire you used when you and the client met. Make sure you addressed each and every issue on her/his list. \_\_\_\_\_

