

PROOFREADER CHECKLIST

FIRST PROOFREADER

Name: _____ Date: _____

Y	N	COMPANY INFORMATION	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	All names are correctly spelled	
<input type="checkbox"/>	<input type="checkbox"/>	Addresses are correct	
<input type="checkbox"/>	<input type="checkbox"/>	E-mails are correct (<i>and have been tested</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Website addresses are correct (<i>and have been visited</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Telephone numbers are correct (<i>and have been called</i>)	
Y	N	PHOTOS & GRAPHICS	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Images and photos are in the proper place	
<input type="checkbox"/>	<input type="checkbox"/>	Spelling in the charts and graphs is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Chart data is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Company logo is in place and correct	
Y	N	TEXT	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Headline spelling and punctuation is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Spelling and punctuation is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Spelling is consistent	
<input type="checkbox"/>	<input type="checkbox"/>	All bullets have parallel structure	
<input type="checkbox"/>	<input type="checkbox"/>	Sentences are complete	
<input type="checkbox"/>	<input type="checkbox"/>	Product names are used correctly and consistently	
<input type="checkbox"/>	<input type="checkbox"/>	Trademarks and copyrights are used correctly	

SECOND PROOFREADER

Name: _____ Date: _____

Y	N	COMPANY INFORMATION	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	All names are correctly spelled	
<input type="checkbox"/>	<input type="checkbox"/>	Addresses are correct	
<input type="checkbox"/>	<input type="checkbox"/>	E-mails are correct (<i>and have been tested</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Website addresses are correct (<i>and have been visited</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Telephone numbers are correct (<i>and have been called</i>)	
Y	N	PHOTOS & GRAPHICS	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Spelling in the charts and graphs is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Chart data is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Company logo is in place and correct	
Y	N	TEXT	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Headline spelling and punctuation is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Spelling and punctuation is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Spelling is consistent	
<input type="checkbox"/>	<input type="checkbox"/>	All bullets have parallel structure	
<input type="checkbox"/>	<input type="checkbox"/>	Sentences are complete	
<input type="checkbox"/>	<input type="checkbox"/>	Product names are used correctly and consistently	
<input type="checkbox"/>	<input type="checkbox"/>	Trademarks and copyrights are used correctly	

THIRD PROOFREADER

Name: _____ Date: _____

Y	N	COMPANY INFORMATION	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	All names are correctly spelled	
<input type="checkbox"/>	<input type="checkbox"/>	Addresses are correct	
<input type="checkbox"/>	<input type="checkbox"/>	E-mails are correct (<i>and have been tested</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Website addresses are correct (<i>and have been visited</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Telephone numbers are correct (<i>and have been called</i>)	
Y	N	PHOTOS & GRAPHICS	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Spelling in the charts and graphs is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Chart data is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Company logo is in place and correct	
Y	N	TEXT	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Headline spelling and punctuation is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Spelling and punctuation is correct	
<input type="checkbox"/>	<input type="checkbox"/>	Spelling is consistent	
<input type="checkbox"/>	<input type="checkbox"/>	All bullets have parallel structure	
<input type="checkbox"/>	<input type="checkbox"/>	Sentences are complete	
<input type="checkbox"/>	<input type="checkbox"/>	Product names are used correctly and consistently	
<input type="checkbox"/>	<input type="checkbox"/>	Trademarks and copyrights are used correctly	