

Contract number: _____ **Task order number:** _____

Contractor name: _____

Award date: _____ **Performance period:** _____

Task Order Checklist – Reports and Deliverables
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Separate each task order by its own numbered tab – e.g., Task Order #1, #2, etc. File completed/received reports and deliverables under the appropriate tab in this folder. If a report, deliverable, or other document is filed other than in the task order file, indicate its location under the respective tab.

Tab A – Technical Progress Reports

Technical progress reports
Task order COTR receipt, acceptance, comments
Other

Tab B – Final Report

Final Report
Task order COTR receipt, acceptance, comments
Other

Tab C – Deliverables other than Reports

Deliverables
Drawings
Task order COTR receipt, acceptance, comments
Other