Enclosure/Attachment Checklist

Project/Subject:

Prepared By:

Date:

Checklist of Attachments

No.	Enclosure/Attachment Name	Description	Attached (Yes/No)	Remarks
1	Document Name	Brief Descri	☐ Yes ☐ No	Remarks
2	Document Name	Brief Descri	☐ Yes ☐ No	Remarks
3	Document Name	Brief Descri	☐ Yes ☐ No	Remarks

Important Notes

- Ensure all listed attachments are included and accurately described.
- Mark "Yes" or "No" clearly to indicate each enclosure's presence.
- Use the "Remarks" field for any relevant comments or clarifications.
- This checklist should accompany the main document upon submission.
- Verify that all information is complete before finalizing the checklist.