

Tech Crafts Business Document Checklist

Use this before buying or editing any business document template.

1. Define the business purpose before choosing a template.
2. Confirm the document owner, reviewer, and final approver.
3. Replace all placeholder names, dates, prices, and addresses.
4. Check every table total, formula, and cross-reference.
5. Remove unused sections instead of leaving generic filler text.
6. Add realistic timelines, responsibilities, and acceptance criteria.
7. Keep one font system, one heading ladder, and consistent spacing.
8. Save one editable master copy and one PDF copy for sending.
9. Store the final file with a clear version name and date.
10. Review licence terms before sharing the template outside your business.

Buyer tip: product pages on Tech Crafts include previews, sample files, delivery notes, and licence boundaries so you can inspect before checkout.

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