

Presentation → Attention to Detail

- ✓ **Columns and rows** → well-labeled (using font size/formatting for emphasis and clarity);
- ✓ **Column Headers and Row Labels** → carried to any second pages;
- ✓ **Enough detail** is included → but not too much;
- ✓ **Narrative Notes** → keyed to line items explain variances or assumptions;
- ✓ **Print Parameters** → double-checked before sending out electronic copies to avoid paper waste;
- ✓ **Footers** → include the file name, work sheet name;
- ✓ **Consistent File Naming Protocols** → followed to assist with version control. *Include org name/acronym!*

