

**Contract number:** \_\_\_\_\_ **Task order number:** \_\_\_\_\_

**Contractor name:** \_\_\_\_\_

**Award date:** \_\_\_\_\_ **Performance period:** \_\_\_\_\_

<b>Task Order Checklist – Reports and Deliverables</b>
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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.
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**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