

Contract number: _____ **Contractor name:** _____

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

A & E Acquisition Checklist – Reports and Deliverables

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 contract file, indicate its location under the respective tab.
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Tab A – Technical Progress Reports

Technical progress reports
COTR receipt, acceptance, comments
Other

Tab B – Final Report

Final Report
COTR receipt, acceptance, comments
Other

Tab C – Deliverables other than Reports

Deliverables
Drawings
COTR receipt, acceptance, comments
Other