

Client-Specific CAD File Delivery Checklist

File Preparation

- ☐ All files organized per client folder structure
- ☐ File names follow client naming conventions
- ☐ Unnecessary layers removed or hidden
- ☐ Exploded/flattened geometry if required
- ☐ Zipped/compressed files as specified

Format & Compatibility

- ☐ Delivered in requested file format(s)
- ☐ DWG/DXF version meets requirements
- ☐ External references (Xrefs) bound/attached as specified
- ☐ Fonts, plot styles or CTBs included if needed

Drawing Standards

- ☐ Title block matches client standard
- ☐ Drawing units set correctly
- ☐ Line types and scales adjusted per client specs
- ☐ Layers follow client standards

Quality Control

- ☐ File opens error-free
- ☐ Checked for missing elements or references
- ☐ Redundant information removed

Additional Notes