Check before you send

Type in a compatible PDF reader and save a copy, or print.

Task, audience and purpose

Source title / date / permitted scope

Confirmed facts and exact supporting source locations

Unknown details and questions to ask

Draft reply for review

Use source material only where permitted. Keep private information out of tools or files that are not approved for it.

Claims, commitments and final checks

Separate what the source states from decisions and promises.

Claims checked and evidence / location

Dates, promises or approvals to verify

Corrections and unresolved questions

- [ ] I checked factual claims against the original source.
- [ ] Dates, names and commitments are confirmed or removed.
- [ ] Recipient, attachments and tone have been reviewed.
- [ ] I am allowed to use this material in the chosen tool.
- [ ] I reviewed the final message and decide whether to send it.

Save a copy only where your organization permits. This worksheet does not send email.