Dari | Document Services

A little prep. A smoother start.

Free document-prep checklist · Keep this page for your next project.

- [ ] **Define the task**

  Choose the document type and list the changes you want. Note the page or sheet count and any fillable fields needed.

- [ ] **Make a backup**

  Keep an untouched copy of your original. Work from a duplicate so the source stays safe.

- [ ] **Check the content**

  Confirm names, dates and facts yourself. Resume formatting should reflect only your real experience and credentials.

- [ ] **Choose the output**

  Note whether you need an editable file, a PDF copy, or both. Some PDFs cannot be converted or edited cleanly.

- [ ] **Set your timing**

  Write down your preferred deadline. Scope, draft pricing and timing should be confirmed before work begins.

- [ ] **Protect private information**

  For an initial quote, describe the file without sending sensitive contents. Do not include SSNs, legal IDs, passwords or account numbers.

- [ ] **Review the result**

  Check page breaks, headings, spelling and layout. Open the delivered file and test any fillable fields.

Need help? Request a free quote.

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