

# GPO Project Plan Checklist



Customer / Agency	Date
Name of Project	Start Date
One Time Project	End Date
On-Going Project	

## Checklist Questions

Total number of customer orders per week

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Number of different titles per order

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Type of orders (More than one title per order, Only one title per order)

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Will customers be allowed to order more than one copy per order  
(If "yes" how many copies will they be allowed)

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Total number of titles in this program

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Will orders need to be data entered

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Will orders come in as importable files (if "yes" what are the file types)

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Can samples of publications be provided

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Customers preferred shipping method (USPS, Commercial Carrier)

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When is material scheduled to be shipped to GPO

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Total number of cartons and pallets being shipped to GPO

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Any special requirements (logos, peel-off stickers, inserts, etc.)

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Are SKUs (Item Numbers) available or do we assign our own

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Does historical data exist for this project and can it be provided

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Will there be initial and follow-up call between the customer and GPO to exchange information

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Format of the files with distribution data (\*.xls, .csv, etc.)

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Web-cart service requested

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## Customer / Agency Response

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## List Reports Required Below

## List Contact Information Below