

DELIVERABLE TRANSMITTAL FORM

Deliverable Information – to be completed by Contractor/Agency	
Contractor/Agency Name:	Project Number (per SOW/contract):
	Project Title (per SOW/contract):
Deliverable # (per SOW/contract):	Deliverable Title (per SOW/contract):
Deliverable Due Date (per SOW/contract):	Contractor Contact Person(s) & Phone #:
Date Submitted (if past deliverable due date):	Comments:

DELIVERABLE CHECKLIST

Please name and save the report by project number and deliverable number along with a brief description (i.e. "2005-XXX-565 D1 Timeline").

Deliverables are to be submitted electronically on or before the date listed in the contract and should be submitted directly to dcp@ClarkCountyNV.gov. Please list the project number in the subject line of the email.

The contract/Interlocal agreement and Scope of Work contain detailed information regarding deliverable requirements. Please review the pertinent sections in those documents for deliverable requirements specific to the project.

Please check the following items before submitting deliverables:

- The Deliverable Transmittal Form (this form) is attached
- All fields in the Deliverable Transmittal Form are filled out
 - The correct project number is given
 - The correct project name is given
 - The correct deliverable number is given
 - The correct deliverable title is given
- The deliverable meets the complete description provided in the Scope of Work
- The deliverable has been edited and checked for spelling and grammatical errors
- The deliverable is in the format required in the Scope of Work
- The deliverable is being submitted to the County as required by the Scope of Work (i.e. some deliverables require hard copies, some document types cannot be submitted through email and must be submitted on disk, etc.)

Note: Deliverables must be submitted to and approved by Clark County prior to invoicing. No exceptions will be made.