**To complete before sending documents for upload**

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| --- | --- |
| **Tables** |  |
| Capital “N/A” for all tables (where applicable) |  |
| All tables have (1 wee**k**,/2 wee**ks**) |  |
| **Content/Tables** |  |
| Spell check before sending |  |
| All “Client/Clients” have capital C |  |
| All “firm” have small f |  |
| All “government” has small g |  |
| All currency symbols: S$, US$, € (no USD, SGD, etc.) |  |
| No space between currency symbol and number |  |
| Commas (where applicable) in numbers |  |
| Correct spacing between words   * Word **&** word * Word**/**word * Word**,** word * **,** and word |  |
| No use of bold/underline for any headings/text unless   * Hyperlink * Total * Fees |  |
| Hyperlinks   * Put all hyperlinks where applicable * Put hyperlink to (or details on where to find) invoices/other PDFs |  |
| Ensure the four main keywords have been added to the content:   * XXXX company formation * XXXX company incorporation * XXXX company registration * XXXX business setup |  |
| **Bullet points** | |
| Bullet point for all sub points (within a numbered list) |  |
| Only numbered lists are in   * Advantages/Disadvantages * Tax * Compliance * Success Tips * Did you know |  |
| All bullet points have semicolon at the end (unless last point) |  |
| No and/or after semicolon |  |
| Last point for all bullet points is a full stop |  |

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| **Keyword density** | |
| Ensure keyword density for four main keywords is between 4 – 5% |  |
| Ensure keyword density for all keyword does not exceed 5% |  |