**Content Writing, Editing and Proofreading RFQ**

**Appendix H**

**Work Sample Cover Page**

Proposers are to submit this cover page to accompany each writing sample to be included as part of this RFQ. The writing sample is not to exceed a maximum of two (2) pages, not including the cover page. Considering how the approach taken for said work sample may inform this RFQ process, use the cover page requirements section to describe the writing sample project’s background, purpose, audience, desired audience action or response, and in what medium the sample was published. Excerpts from the writing sample’s project assignment are permissible for this cover page

|  |  |
| --- | --- |
| **Title of work sample:** |  |
| **Cover Page Requirements:** Provide a brief description of the writing sample you are submitting as part of your RFQ application.  Please note the cover page submission requirements above. The writing sample should be limited to examples that include: |  |
| Identify project team member(s), if any, involved in the creation of the work sample by:  1) Full Name;  2) Role in the creation of the work sample. |  |