Project brief

A fictional workshop packet

Workshop: Paper to PDF

Date: 15 November 2026

Participants: 12

Use this page as the cover.

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Materials list

An editable table for extraction practice

Item	Quantity	Unit price	Amount
Notebooks	12	3.00	36.00
Pens	24	0.50	12.00
Folders	12	1.00	12.00

Total: 60.00

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Review checklist

Check the result before sharing

Page headings are readable.

The page order matches the task.

The materials total remains 60.00.

No pages are missing or duplicated.

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