

## **SECTION D - PACKAGING AND MARKING**

### D.1 Packaging and Marking

All information and/or correspondence submitted to the Contracting Officer or the COR shall be clearly marked and indicate the contract number.

### D.2 Report Cover Sheet

Each report submitted by the Contractor via hard copy shall have a cover sheet containing the following information:

1. Name and Address of the COR
2. Contract Number
3. Name and Address of the Contractor
4. Title of Report
5. Report Number and Type
6. Period Covered by the Report

No report cover sheet is required for reports submitted via e-mail.

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**[END OF SECTION D]**