ONE-PAGE CHEAT SHEET

Keep your figures intact in a Copilot update

A correct number can still tell the wrong story. Use this check before sending a meeting update from your work chat.

Before you paste the notes

Mark each phrase a reader needs in full. Include the unit, period, exclusions and whether the figure is an estimate. Mark who must act and which decisions are still open.

> Supplier quote: **€48,000 excluding VAT** for six weeks. Training is included. Hardware is outside the quote.

Ask for a separate check

> Check my four slides against my original notes. For every figure, quote the exact amount, unit, period and qualification together. List the slide number or mark it missing. Flag changes in scope, approval status or ownership. Ask before correcting any slide.

Read the slide a colleague will see

“The pilot costs €48,000” drops the VAT basis and presents a quote as a final cost. Ask for “The supplier quoted €48,000 excluding VAT for six weeks.” Reopen the revised file and check the visible text.

In the offline slide maker, paste a complete phrase under **Check exact wording**. A match tells you where it appears. Read the surrounding sentence to confirm its meaning.

Before you send

Read each number back to its source. Look for a lost “per month”, a proposed decision described as approved, or an owner who was never appointed. Keep the fact check with your working notes.