



XBRL FILING PROCESS

THE FOLLOWING WORK-FLOW CHART OUTLINES THE PREFERRED FILING PROCESS FOR ALL DOCUMENTS THAT ARE TO BE SUBMITTED TO THE SEC IN BOTH EDGAR AND XBRL FORMATS.

- 1. 10 Days Prior to Filing Deadline**
Most up-to-date draft of Financials and Notes
From Client → RDG
- 2. Within 72 Hours of Receipt:**
Updated XBRL EXCEL Markup Report
From RDG → Client
- 3. 5 Days Prior to Filing Deadline**
EDGAR-Ready document
From Client → RDG
- 4. Within 24 Hours of Receipt:**
EDGAR PDF Proof, Updated XBRL EXCEL Markup Report,
XBRL Rendering Proof
From RDG → Client
- 5. No Later Than 16 Hours Prior to Filing Deadline:**
Final Structural Edits to XBRL need to be submitted
(new line items, new notes, re-arranging of line items/notes)
From Client → RDG
- 6. As Soon as Possible:**
Updated EDGAR PDF Proof, Updated XBRL EXCEL Markup
Report, Updated XBRL Rendering Proof
From RDG → Client
- 7. No Later Than 6 Hours Prior to Filing Deadline:**
Final Numerical/Text Edits to XBRL need to be submitted
From Client → RDG
- 8. As Soon as Possible:**
Updated EDGAR PDF Proof, Updated XBRL Rendering Proof
From RDG → Client
- 9. Approval to File:**
RDG Conducts Final Validation, Test Filing and Live Filing
From Client → RDG
- 10. XBRL Exhibits for posting to Clients Website**
From RDG → Client

PLEASE SEE THE GLOSSARY OF TERMS ALSO ATTACHED FOR MORE DETAIL.

Please get in touch with us for more information.
Contact: (415) 643-6080 | www.rdgfilings.com

Service you can count on. Experience you can trust.



SAMPLE DETAIL TAGGED XBRL FILING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 July	30	31	1 August <i>Pro-Forma of the Financials & Notes to RDG</i>	2	3 <i>Auditors/Management Sign-off on 10-Q</i>	4 <i>RDG to Send Excel Markup</i>
5	6 <i>EDGAR-ready Draft to RDG for EDGAR/XBRL Conversion*</i>	7 <i>RDG to Send Revised Excel MarkXBRL Proof</i>	8	9 <i>Final Structural/XBRL Edits Due 16 Hrs. Prior to Filing</i>	10 XYZ CO. TARGET FILING DAY <i>Final Edits (Text & Numbers) Due 6 Hrs. Prior to Filing</i>	11
12	13 <i>Don't Push the Deadline Build Yourself A Buffer!</i>	14	15 SEC'S FILING DEADLINE!	16 <i>30-Day Grace Period Begins Today</i>	17	18

* This draft should be in a near-complete state.

** Any edit received after 6 hours prior to filing deadline may result in a delay of the filing.

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