

BJPDS Document Accessibility Checklist

Document Accessibility Requirements and Service Guide

This checklist is designed to help you understand document accessibility requirements and how BJPDS can assist in making your documents fully compliant with Section 508 and WCAG 2.0/2.2 standards. With over 10 years of experience in document remediation, we ensure your materials are accessible to all users while maintaining professional quality.

1. Document Structure Requirements

- ☐ Heading hierarchy properly structured
- ☐ PDF elements correctly tagged
- ☐ Logical reading order established
- ☐ Alternative text for all images
- ☐ Tables properly structured with headers
- ☐ Bookmarks for navigation in longer documents

2. Text and Color Accessibility

- ☐ Color contrast meets WCAG standards
- ☐ Information not conveyed by color alone
- ☐ Fonts are legible and appropriately sized
- ☐ Text spacing meets accessibility standards
- ☐ Text alignment optimized for readability
- ☐ No flashing or blinking content

3. Interactive Elements

- ☐ All form fields properly labeled
- ☐ Keyboard navigation enabled
- ☐ Clickable elements clearly identified
- ☐ Links have descriptive text
- ☐ Skip navigation options available
- ☐ No timing-dependent interactions

4. Document Properties

- ☐ Title properly set
- ☐ Language correctly specified
- ☐ Security settings allow accessibility

- ☐ Metadata appropriately tagged
- ☐ File permissions properly configured

Benefits of Accessible Documents

- Legal Compliance
- Meet Section 508 requirements
- Comply with WCAG 2.0 standards
- Reduce legal liability risks
- Enhanced User Experience
- Improved readability for all users
- Better document organization
- Consistent formatting standards

Business Advantages

- Broader audience reach
- Improved SEO for digital documents
- Enhanced brand reputation
- Professional document presentation

Service Assessment Questionnaire

Please answer the following questions to help us better serve your needs:

1. Document Information

What types of documents need remediation?

Approximate number of pages per document:

Estimated volume of documents per month:

2. Compliance Requirements

Required compliance standards:

- ☐ Section 508
- ☐ WCAG 2.0
- ☐ Other: _____

*Compliance deadline:*_____

3. Technical Specifications

Current document format:

- ☐ PDF
- ☐ Word
- ☐ Other: _____

*Preferred output format:*_____

BJPDS Services and Expertise

Our Commitment:

- Professional document remediation using Adobe Acrobat and CommonLook
- Strict adherence to Section 508 and WCAG 2.2 standards
- Quality assurance on all delivered documents
- Timely delivery and professional support
- Over 10 years of accessibility expertise

Contact Information

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Let us help you make your documents accessible to everyone while maintaining their professional quality and compliance standards.