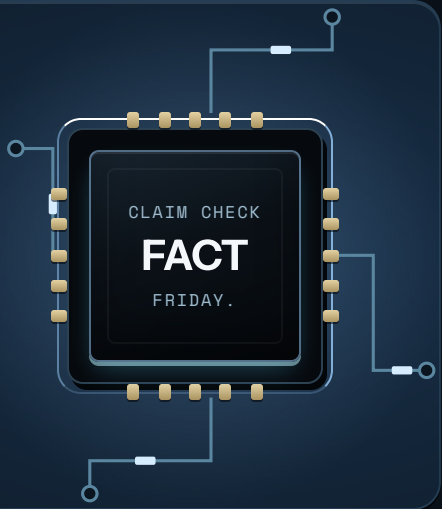
AI CONTENT · PDF CHECKLIST

AI Content Fact-Check Sheet

AI drafts sound confident whether they are right or not. Test every claim against something outside the draft before it reaches a customer, a proposal or a website.

5 SECTIONS · 13 CHECKS · PRINT AND FILL



01 Split the draft into claims

5 CHECKS

- **Numbers and dates** including prices, versions and percentages.
- **Features and guarantees** about products, including your own.
- **"Studies show"** and every cited source or link.
- **Names, titles and quotes** of people and companies.
- **Legal or technical statements** and anything about money, health or safety.

Opinions and recommendations are not claims to verify, but the facts they rest on are.

02 Claim log

FILL IN

CLAIM	ORIGINAL SOURCE	CHECKED ON	EXACT MATCH?	LIMITS

Trace each claim to the original (the announcement, the documentation, the dataset), not to a summary or another AI answer.
Spend time where an error would cost the most: anything a customer acts on, every number, anything surprisingly neat.

03 Watch for drift

COMPARE

DRIFT	SOURCE SAYS	DRAFT SAYS	FOUND?
Dropped qualifier	"Up to 2x faster in some workloads"	"2x faster"	
Wrong scope	A finding about large enterprises	Applied to small businesses	
Merged sources	Two separate figures	One combined statistic	
Stale fact	Last year's price or version	Presented as current	

04 Claims that need extra care

4 CHECKS

- **Quotes:** find the exact wording in the original, or remove the quotation marks and paraphrase with a link.
- **Links:** click every one; the page loads, it is the page described and the claim is on it.
- **People and companies:** check names, spellings and titles against their own site or official filings.
- **Your own business:** the owner of the product checks every feature, price and promise.

05 Make checking a team habit

4 CHECKS

- **No number without a source.** If nobody can find it, rewrite the sentence without it.
- **Keep the evidence with the draft:** the brief, the sources and this claim log.
- **The writer is not the final checker.** A second person catches what the writer no longer sees.
- **Recheck on a schedule.** Pages with prices, product details or legal points get a review date.

+ Sign-off

WRITE HERE

Checked by

Date and review date

Claims removed or rewritten

Approved to publish by

NEXT STEP

AI agent services

www.doitwithfriday.com/services/agents-skills/

Build with Friday →

BASED ON FRIDAY FIELD NOTES

www.doitwithfriday.com/blog/fact-check-ai-content/

General guidance, not legal or security advice for your specific setup. Questions: hello@doitwithfriday.com