Project Completion Sign-off

Client confirmation that the project is complete.

Provider

LEGAL NAME

EMAIL

PHONE

Client

LEGAL NAME

EMAIL

PHONE

Project

PROJECT NAME

CONTRACT / PO NO.

COMPLETED ON

DELIVERABLES HANDED OVER

DOCUMENTS, CREDENTIALS AND SOURCE FILES HANDED OVER

Client confirmation

Status

◯ Accepted in full ◯ Accepted subject to punch list below ◯ Not accepted

OPEN ITEMS / PUNCH LIST (WITH DUE DATES)

OVERALL RATING

MAY WE USE YOU AS A REFERENCE?

- The warranty or support period starts on the completion date above.
- The final invoice becomes payable on acceptance; for acceptance subject to a punch list, an agreed amount may be held until the items are closed.
- Ownership of deliverables passes to the client on full payment, as per the contract.

Client

SIGNATURE

PRINTED NAME

DATE

Provider

SIGNATURE

PRINTED NAME

DATE