

BUILDING WORK SIGN OFF

[PROJECT NAME] [EMPLOYEE NAME]

Client must sign form once job is agreed and complete.

Project Type:

Date Commenced: Date Finished:

The project outcome has been accepted and formally agreed from or on behalf of of the client.

Comments related to the Clients Acceptance:
Key metrics achieved:
Key metrics to be tracked:

[CLIENT SIGNATURE]	DATE
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[EMPLOYEE NAME]	DATE
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[MANAGER NAME]	DATE
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