

# Contractor Project Acceptance Checklist

Date: **[Insert Date]**

To: **[Contractor's Name]**

From: **[Client's Name]**

Subject: Project Acceptance Checklist

## Project Details

- Project Name: **[Insert Project Name]**
- Project Address: **[Insert Project Address]**
- Contract Number: **[Insert Contract Number]**

## Acceptance Checklist

1. All work completed according to specifications.
2. All required permits obtained and in order.
3. All materials used meet project specifications.
4. Final inspection passed by relevant authorities.
5. All punch list items completed.
6. Final payment and invoices reviewed and approved.
7. Hand over of all project documentation received.

## Acceptance Confirmation

Please sign below to confirm acceptance of the project:

\_\_\_\_\_ **[Contractor's Signature]**

\_\_\_\_\_ **[Client's Signature]**

Thank you for your cooperation.

## Contact Information

If you have any questions, please contact:

Email: **[Insert Email]**

Phone: **[Insert Phone Number]**