

Project Completion Handover Checklist

Date: [Insert Date]

To: [Client Name]

From: [Contractor Name]

Project Name: [Project Name]

Project Address: [Project Address]

Handover Checklist

- Final Inspection Completed
- All Work Performed as per Contract
- All Required Permits Obtained
- Warranty Documents Provided
- Operation Manuals Delivered
- Final Invoice Issued
- All Safety Measures Cleared
- Site Clean-up Completed
- Keys and Access Codes Provided

Signatures

Contractor Signature: _____

Client Signature: _____

Thank you for your business!