

Project Handover Confirmation Checklist

Date: **[Insert Date]**

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

From: **[Your Name / Company Name]**

Subject: Project Handover Confirmation Checklist

Project Details

Project Name: **[Insert Project Name]**

Project Address: **[Insert Project Address]**

Checklist Items

- Completion of all works as per contract specifications
- Submission of all project documents (plans, permits, etc.)
- Final inspection completed and approved
- All payments settled
- Warranty documents provided
- Client training on the use of facilities, if applicable
- Final walk-through completed with client

Confirmation

We confirm that the above checklist has been completed and the project is now officially handed over.

Signature: _____

Name: **[Your Name]**

Title: **[Your Title]**

Date: **[Insert Date]**