

Project Summary Handover Checklist

Date: [Insert Date]

To: [Client Name]

From: [Contractor Name]

Project Title: [Project Name]

Handover Checklist

- 1. Final project documentation complete
- 2. As-built drawings provided
- 3. Operation and maintenance manuals submitted
- 4. Warranty information delivered
- 5. Final inspection completed
- 6. Handover meeting scheduled
- 7. Remaining punch list items addressed
- 8. Financial settlement confirmed

Comments/Notes:

[Include any additional notes or comments about the project or handover process]

We appreciate the opportunity to work on this project and look forward to future collaboration.

Sincerely,

[Contractor Name]

[Contractor Company]

[Contact Information]