

CLIENT PROJECT SIGN-OFF FORM

Dear Esteem Client,
This form is to sign-off completion of your project with us. Kindly complete as best as possible and send back to us.

PROJECT NAME:	PROJECT MANAGER:
START DATE:	COMPLETION DATE:
PROJECT DURATION:	SPONSOR:
PROJECT GOAL:	
PROJECT DELIVERABLES:	
CLIENT'S REMARK:	
BY SIGNING THIS DOCUMENT, I ACKNOWLEDGE THAT I HAVE DELIVERED ALL THE STATED DELIVERABLES.	BY SIGNING THIS DOCUMENT, I ACKNOWLEDGE THAT I HAVE RECEIVED ALL THE STATED DELIVERABLES.
PROJECT MANAGER NAME AND SIGNATURE:	SPONSOR NAME AND SIGNATURE:
DATE:	DATE:

We recommend that you complete and send this form within 5 days. However, if after this period we do not receive the completed form, we shall assume that the project has been signed off by you and no further action will be required of you.

Thank you.