



## **Project Sign-Off**

Upon completion of any installation job it is recommended that you get the client to sign-off on the project and we recommend per space that is installed. This will bring to light any outstanding tasks/timelines and also confirm the completion of the installation, thus eliminating any future problems.



## Installation Review

Project is either complete or incomplete and all outstanding tasks are listed below:

**Space Assessed:** \_\_\_\_\_

**Installer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Installation Complete
- Installation In-Complete

**Outstanding Tasks:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

- Outstanding Task Completed

**Date Completed:** \_\_\_\_\_

**Additional Notes:**