



## PROJECT SIGN-OFF

Upon completion of an installation, it is recommended that you get the client to sign-off on the project per space that is installed. Highlighting any outstanding tasks, timelines and also confirm the completion of the installation, thus eliminating any future problems. 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: