[](https://www.smartsheet.com/try-it?trp=11458&utm_source=integrated+content&utm_campaign=/content/project-handover-templates&utm_medium=Project+Client+Acceptance+Sign-Off+Form+doc+11458&lpa=Project+Client+Acceptance+Sign-Off+Form+doc+11458&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT CLIENT ACCEPTANCE   
SIGN-OFF FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT TITLE |  | | |  | |
|  | | | | | |
|  |  | | |  | |
| PROJECT ENGINEER | |  | PREPARED BY | | DATE PREPARED |
|  | |  |  | |  |

PROJECT SUMMARY

|  |
| --- |
|  |

CONTRACT DATA

| CONSULTANT CONTRACT INFO | | |  | CONSTRUCTION CONTRACT INFO | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | | |
| **INITIAL COST** | **TOTAL CHANGES** | **FINAL COST** |  | **INITIAL COST** | **TOTAL CHANGES** | **FINAL COST** |
|  |  |  |  |  |  |  |

PROJECT SCHEDULE

| INITIAL DEADLINE | ACTUAL COMPLETION | EVENT DESCRIPTION |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

FINAL PROJECT COSTS

|  | AMOUNT |
| --- | --- |
| Construction |  |
| Equipment |  |
| Administrative |  |
| Other |  |
| TOTAL |  |

PROJECT FUNDING SOURCES

|  | AMOUNT |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL |  |

PROJECT DBE UTILIZATION

| PROJECTED DBE AMOUNT | ACTUAL DBE AMOUNT | FINAL DBE % |
| --- | --- | --- |
|  |  |  |

ATTACHED DOCUMENTS

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

FINAL DELIVERABLES

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

PROJECT ACCEPTANCE

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
|  |  |  |  |

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
|  |  |  |  |

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
|  |  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |