



Exemplar Paper 2 - HANDOUT B

Project Acceptance Form

Purpose: The Client Acceptance form signifies sign-off of the delivered solution, it verifies what deliverables are being turned over to the client and that the client has accepted / approved those deliverables. This form would be completed during the Close Phase of a project where the project team is handing over a solution/deliverable to the client.

Project Name	
Project Number	
Project Sponsor	
Project Manager	
	(name) (email) (phone number)
Project Description	

LIST OF CLIENT DELIVERABLES COMPLETED

Deliverables	<ul style="list-style-type: none">• Measure available area for building the bathroom• Get customer to choose the bath/shower head, shower door, taps and any additional fittings• Source the required items within the budget• Build the bathroom• Install the bath/shower, etc.• Tile the bathroom floor and walls• Paint the walls (if any exposed and not tiled)
Acceptance Response	<input type="checkbox"/> <input type="checkbox"/> Not Accepted until below issues are addressed <input type="checkbox"/> Accepted provided below issues are addressed
Issues	
Additional Comments	



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PREPARED BY	
Project Manager	
	(name) (signature) (date)
REVIEWED BY	
Delivery Manager	
	(name) (signature) (date)
APPROVED BY	
Sponsor	
	(name) (signature) (date)