

Project Client Acceptance and Sign-Off Form

Created by _____

Use this document to get the client's sign-off once the project is completed.

Project Name:	
This Document is Issued by:	
Date:	

The project outcome has been measured against its acceptance criteria and has been formally accepted on behalf of the client.

Unless otherwise noted, the project may now be closed.

Additional Comments related to the Client's Acceptance:
Key metrics achieved:
Key metrics to be tracked:
Recorded Shortfalls and Key Lessons Learned (list, if any):

Name: _____ **Signature:** _____ **Date:** _____
Executive/Sponsor

Name: _____ **Signature:** _____ **Date:** _____
Project Manager

Name: _____

Signature: _____

Date: _____

Project Team Leader

MicroShopDB.com