

## CLIENT PROJECT SIGN-OFF FORM

Dear Client,

This form is to sign-off completion of your project with us. Kindly complete as best as possible and send back to us.

<b>PROJECT NAME:</b> Joe's Travel Blog Web Project	<b>PROJECT MANAGER:</b> Joe Lee
<b>START DATE:</b> 23/10/2023	<b>COMPLETION DATE:</b> 02/11/2023
<b>PROJECT DURATION:</b> 3 Weeks	<b>SPONSOR:</b>
<b>PROJECT GOAL:</b> Build Travel Blog Website	
<b>PROJECT DELIVERABLES:</b>  <a href="https://josephlee01.github.io/70415-t4-2023/">https://josephlee01.github.io/70415-t4-2023/</a>	
<b>CLIENT'S REMARK:</b>	
BY SIGNING THIS DOCUMENT, I ACKNOWLEDGE THAT I HAVE DELIVERED ALL THE STATED DELIVERABLES.	BY SIGNING THIS DOCUMENT, I ACKNOWLEDGE THAT I HAVE RECEIVED ALL THE STATED DELIVERABLES.
<b>PROJECT MANAGER NAME AND SIGNATURE:</b>  Joe LEE J L	<b>SPONSOR NAME AND SIGNATURE:</b>
<b>DATE:</b> 02/11/2023	<b>DATE:</b>

We recommend that you complete and send this form within 5 days. However, if after this period we do not receive the completed form, we shall assume that the project has been signed off by you and no further action will be required of you.

Thank you.