**HANDOVER** **RECORD**

Project/ Requirement name:……………………………………………………......

Date:…………………………………………………Times:……………………...

Handover person:…………………………Partner name:………………………… Receiver:………………………………….Department:……………………………..

**Content:**

***Handover Program:***

* Name program: …………………………………………………..
* Version: …………………………………………………..
* List module/ function: …………………………………………………..

***Handover document:***

* Name of Project/ requirement:…………………………………………………..
* Name of document and Version:…………………………………………………

***Handover Work:***

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| **RECEIVING DEPARTMENT** | **HANDOVER** **DEPARTMENT** |