ロゴ01(CF0433)-ol.eps

**Software Completion Handover Note**

....., day….month….year…….

1. ***Software***

……………………………………………………………………………………………………………

1. ***Parties taking part in acceptance***
   1. Representative of the software development unit (Party A - Hand-over party):
      * Full Name: ……………………………………….
      * Staff Code: ……………………………………….
      * Section: ……………………………………….
   2. Representative of the using software unit (Party B - Receiver):
      * Full Name: ……………………………………….
      * Staff Code: ……………………………………….
      * Section: ……………………………………….
2. ***Time and place of acceptance***
   1. Time: ………h………, day………month………year………
   2. Place: …………………………………………………………………………
3. ***Acceptance Content***

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. ***Conclusion***

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Behalf of Party A Behalf of Party B Approver**

*(Sign and write fullname) (Sign and write fullname) (Sign and write fullname)*