Customer Acceptance Form

[Project Name]

Created by [Author]

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This document is used to obtain the customer's sign-off once the project is complete.

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| Project: [Project Name] | |
| This document has been issued by: [Person Issuing Document] | Date Issued: |

|  |  |
| --- | --- |
| The Project Outcome has been measured against its acceptance criteria and has been formally accepted on behalf of the customer. The project may now be closed. | |
| Additional Comments about the Customers Acceptance: | |
|  | |
| Recorded Shortfalls of the Final Project Outcome (if any): | |
|  | |
| Executive / Sponsor:  Senior User:  Project Manager: | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |