

PHENOMENAL PRODUCTIONS

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SERVICE HANDOVER DOCUMENT (*TEMPLATE*)

Ref No.: PP-HND-240702-0009

PROJECT INFORMATION:

Client Name: _____
Project Title: _____
Project Start Date: _____
Project Completion Date: _____
Invoice Reference: _____

DELIVERABLES PROVIDED:

Item No.	Description of Deliverable	Format / Platform
1	Website Source Code & Deployment Files	ZIP Folder / GitHub Link
2	Admin Dashboard Credentials	Login Details (Separate)
3	Branding Assets	PNG / SVG / DOCX
4	Project Documentation / User Manual	PDF
...

ACCESS CREDENTIALS:

Sensitive login credentials have been sent securely to the client's email and should be stored responsibly.

Platform: _____
Username: _____
Password: [Sent separately]

NOTES/ADDITIONAL COMMENTS:

Additional comment regarding delivery

CONFIRMATION OF RECEIPT:

I, the undersigned client, confirm that the above deliverables have been received, inspected, and accepted as the final output of the agreed project.

CLIENT

Name:

Signature:

Date:

PHENOMENAL PRODUCTIONS

Name: Abiodun Ojo

Signature:

Date:
