Client Sign-off – XYZ Phase

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed the list of documents that are outlined below and confirm that it meets the requirements as agreed upon. The project may continue to the next milestone.

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| **Document** | **Approved** |
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| 2. |  |
| 3. |  |

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| Client Name | Client Signature | Date |

Note: Replace XYZ with appropriate deliverables name, e.g., Inception, Analysis, Design, Construction, Transition, etc. List the documents according to the corresponding deliverables, e.g., for Inception the document list should contain: Team Charter, Project Charter, Project Plan, Standards documents, etc. *Remove this note before submitting to the client.*