**Project Client Acceptance and Sign Off Form**

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| Project name |  |
| This document is issued by  (supervisor name) |  |
| Date |  |

This project outcome has been measured against its acceptance criteria and has been formally accepted on behalf of the client company.

Unless otherwise noted, the project may now be closed.

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| **Project deliverables checklist:**  **I confirm that I have received the following:**  Final presentation slides  Final report documentation  Dashboard  Codes and other supportive documents |
| **Additional Comments related to the Client’s Acceptance:**  **Key Achievements:**  **Key Lessons Learnt (What can be improved):** |

Field supervisor (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_