[](https://www.smartsheet.com/try-it?trp=11340&utm_source=integrated+content&utm_campaign=/content/project-sign-off-templates&utm_medium=Project+Client+Acceptance+Sign-Off+Form+doc+11340&lpa=Project+Client+Acceptance+Sign-Off+Form+doc+11340&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT CLIENT ACCEPTANCE   
SIGN-OFF FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT TITLE |  | | |  | |
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|  |  | | |  | |
| PROJECT ENGINEER | |  | PREPARED BY | | DATE PREPARED |
|  | |  |  | |  |

PROJECT SUMMARY

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|  |

CONTRACT DATA

| CONSULTANT CONTRACT INFO | | |  | CONSTRUCTION CONTRACT INFO | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | | |
| **INITIAL COST** | **TOTAL CHANGES** | **FINAL COST** |  | **INITIAL COST** | **TOTAL CHANGES** | **FINAL COST** |
|  |  |  |  |  |  |  |

PROJECT SCHEDULE

| INITIAL DEADLINE | ACTUAL COMPLETION | EVENT DESCRIPTION |
| --- | --- | --- |
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FINAL PROJECT COSTS

|  | AMOUNT |
| --- | --- |
| Construction |  |
| Equipment |  |
| Administrative |  |
| Other |  |
| TOTAL |  |

PROJECT FUNDING SOURCES

|  | AMOUNT |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL |  |

PROJECT DBE UTILIZATION

| PROJECTED DBE AMOUNT | ACTUAL DBE AMOUNT | FINAL DBE % |
| --- | --- | --- |
|  |  |  |

ATTACHED DOCUMENTS

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FINAL DELIVERABLES

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PROJECT ACCEPTANCE

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
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| NAME | TITLE | SIGNATURE | DATE |
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| NAME | TITLE | SIGNATURE | DATE |
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