

# Project Deliverable Acceptance and Sign-Off Sheet

This document formalizes the delivery, review, and formal acceptance of the project deliverables listed below. By signing this document, the accepting authority agrees that the deliverables meet the defined requirements and quality standards.

## 1. General Project Information

|                  |                      |                              |                      |
|------------------|----------------------|------------------------------|----------------------|
| Project Name:    | <input type="text"/> | Project ID/Code:             | <input type="text"/> |
| Project Manager: | <input type="text"/> | Client/Sponsor Organization: | <input type="text"/> |

## 2. Deliverable Details

| Deliverable ID       | Deliverable Name / Description | Target Delivery Date | Actual Delivery Date |
|----------------------|--------------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>           | <input type="text"/> | <input type="text"/> |

## 3. Acceptance Criteria & Verification

Please indicate if the deliverables meet the pre-defined criteria (Type "YES" or "NO" / Comments):

| Criteria / Requirement Description | Criteria Met? (Yes/No) | Notes / Remarks      |
|------------------------------------|------------------------|----------------------|
| <input type="text"/>               | <input type="text"/>   | <input type="text"/> |
| <input type="text"/>               | <input type="text"/>   | <input type="text"/> |
| <input type="text"/>               | <input type="text"/>   | <input type="text"/> |

## 4. Client / Sponsor Acceptance Sign-Off

By signing below, the undersigned acknowledges and agrees that the deliverables listed above have been thoroughly reviewed and are officially accepted as complete and satisfactory.

|                             |                      |
|-----------------------------|----------------------|
| Client Representative Name: | <input type="text"/> |
| Title / Role:               | <input type="text"/> |
| Physical Signature:         | <hr/>                |
| Date of Signature:          | <input type="text"/> |

## 5. Project Manager Acknowledgement

The project manager acknowledges receipt of the client's acceptance and confirms the transition of these deliverables to the next project phase or operational support.

|                       |                      |
|-----------------------|----------------------|
| Project Manager Name: | <input type="text"/> |
| <br><br><br>          |                      |

Physical Signature:

|  |
|--|
|  |
|  |

Date of Signature:

|  |
|--|
|  |
|--|