

PROJECT CLOSEOUT FORM

Project Information

Project Name/Description:	
Actual Start Date:	
Planned Completion Date:	
Actual Completion Date:	

Enter project objectives from Project Contract and deliverable(s) for each objective:

Objective 1:

Deliverables:

Objective 2:

Deliverables:

.
. .
.

Comments:

The undersigned agrees that _____ <Name of the Project > has been satisfactorily completed and that the requirements as defined in project plan have been met.

Client

By _____
Authorized Signature

Name (print or type)

Title

On _____
Date

The Company

By _____
Authorized Signature

Name (print or type)

Title

On _____
Date