

# Project Handover Form

A signed record that project deliverables were handed over and accepted — the document that unlocks your final payment.

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## 1. Project reference

Names the project and the agreement or scope of work this handover completes.

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## 2. Deliverables handed over

Itemizes each file, item, or output delivered, with format and quantity, so the list can be checked line by line.

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## 3. Access and credentials

Records the accounts, passwords, domains, and licenses transferred and where they were delivered.

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## 4. Outstanding items

Lists anything still open — a snag list — with who owns each item and by when, so small leftovers do not block acceptance of everything else.

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## 5. Acceptance

The client confirms the listed deliverables were received and accepted, subject only to the outstanding items noted.

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## 6. Support window

States any agreed period for fixing defects after handover, and what falls outside it (new features, content changes).

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## 7. Final payment

Confirms the balance now due and references the final invoice, tying acceptance and payment together.

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## 8. Signatures

Both parties sign and date — the client signature is the point of the whole form.

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Signatures — A

Signatures — B

Witness signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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PREVIEW