DOCUMENT,

I

ACKNOWLEDGE

BY

SIGNING

THIS

DOCUMENT,

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STATED

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RECEIVED

ALL

**CLIENT’S REMARK:**

BY

SIGNING

**DATE:**

**DATE:**

We recommend that you complete and send this form within 5 days. However, if after this period we do

not receive the completed form, we shall assume that the project has been signed off by you and no

further action will be required of you.

Thank you.

THE

STATED

DELIVERABLES.

DELIVERABLES.

**PROJECT MANAGER NAME AND SIGNATURE:**

**SPONSOR NAME AND SIGNATURE:**

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**CLIENT PROJECT SIGN-OFF FORM**

Dear Esteem Client,

This form is to sign-off completion of your project with us. Kindly complete as best as possible and send

back to us.

**SPONSOR:**

**PROJECT GOAL:**

**PROJECT DURATION:**

**PROJECT DELIVERABLES:**

**PROJECT NAME:**

**PROJECT MANAGER:**

**START DATE:**

**COMPLETION DATE:**