

Job Completion and Sign-Off Form

Get the customer's signature that the work is done while you are still standing there, with anything outstanding written down rather than remembered differently.

The customer agrees the work is done, on the day, in writing — with anything outstanding written down rather than left to be remembered.

LIST THE SNAGS AND GET IT SIGNED ANYWAY

A signature on completion is worth more than any invoice wording. The outstanding-items box is not a weakness: a customer who signs having listed two snags is far harder to argue with later than one who signed a form claiming everything was perfect.

Company	Job or order no.	Customer	Date completed
Site address		Contact on site	

WORK CARRIED OUT

What was done

LEFT ON SITE AND HANDED OVER

☐ Work area cleared and cleaned	☐ Isolation points shown to customer
☐ Waste removed or agreed to stay	☐ Customer shown how it works
☐ Manuals, certificates and guarantees handed over	☐ Making-good agreed or completed
☐ Keys, fobs and remotes returned	☐ Photographs taken on completion

OUTSTANDING

Item	Agreed action	By when	Whose

SIGN-OFF

Customer signature	Print name	Date
Engineer or contractor	Print name	Date