

# Contract Handover Sheet

**Project Name:**

**Contract Number:**

**Client:**

**Date of Handover:**

## Documents Handed Over

Document Name	Description	Received (Yes/No)	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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Handover Details

**Name of Person Handing Over:**

**Designation:**

**Name of Person Receiving:**

**Designation:**

## Signatures

Handed Over By	Received By
<input type="text"/>	<input type="text"/>
Date: <input type="text"/>	Date: <input type="text"/>