

# 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
<div>Date: <input type="text"/></div>	<div>Date: <input type="text"/></div>