

Customer Handover / Aftercare Pack (Template)

A simple handover that reduces callbacks and increases trust.

Job details

Job	Customer	Completion date	Prepared by

What we completed (summary)

How to look after it (maintenance / tips)

Item / area	Care instructions	Frequency

Warranties / manuals (attach or link)

Item	Warranty period	Where to find info

If you need help

- Contact: [Name] | Phone: [] | Email: []
- We aim to respond within [] business hours.