

Handover & Completion Checklist

A clean finish, clear sign-off, and fewer post-job issues.

Handover essentials

Item	Complete (Y/N)	Notes
Final walk-through completed with customer		
Customer questions answered		
Warranties / manuals provided (if applicable)		
Maintenance instructions provided (if applicable)		
Final invoice issued (or ready)		
Site left clean and safe		
Keys/access returned (if applicable)		
Photos taken (if appropriate)		

Customer sign-off

Customer name	Signature	Date	Notes

Aftercare (recommended)

- 48-hour check-in (optional)
- Ask for a review (send link)
- Ask for a referral (if genuinely happy)
- Schedule any maintenance follow-up (if relevant)