

Sign-Off Sheet Template



Make sure to save a copy so that you can edit your template!:) Follow these clicks: [File> Make a copy](#)

Project Name:
Project Sponsor:
Project Manager:
Document Date:

INSERT YOUR LOGO HERE

Project Summary

Project Start Date:

Project End Date:

Total Duration

Clients

Identify the client(s) involved in the project

Project Goals

Identify the key goals of the project and whether they were met or not

- Goal #1
- Goal #2
- Goal #3

Deliverables

Identify the key deliverables of the project and whether they were met or not

- Deliverable #1
- Deliverable #2
- Deliverable #3

Comments

Add comments, remarks, and objections related to the project, if any.

Signatures

By signing this document, I acknowledge that I have delivered all the stated deliverables at the agreed-to quality levels.

By signing this document, I acknowledge that I have received all the stated deliverables at the agreed-to quality levels.

Project Manager:

Sponsor:

Signature:

Signature:

Date:

Date:

This template was provided by **Workamajig**. Learn how Workamajig can help your agency at:

[Workamajig.com](https://www.workamajig.com)