TEMPLATE
Free from pixasign.co.uk. Change it to suit your business, then print it or save it as a PDF to send for signature.

Job completion sign-off

Signed at the end of the job, so both sides agree what was done, what is left and what it costs.

BUSINESS NAME AND CONTACT

QUOTE OR JOB REFERENCE

CUSTOMER NAME

DATE THE WORK WAS FINISHED

SITE ADDRESS

Work completed

Copy the lines from the quote, in the same words.

ITEM FROM THE QUOTE	DONE
	☐
	☐
	☐
	☐

Agreed changes

Each change agreed during the job, with its own reference and price.

REF	WHAT CHANGED	PRICE

Still to do

Anything left to finish or put right, who does it and by when. Write “None” if there is nothing.

ITEM	WHO	BY WHEN

Price

PRICE AS QUOTED

AGREED CHANGES

TOTAL

Say beside each figure whether it includes VAT.

The customer confirms

- ☐ The work listed above is complete.
- ☐ The price is as quoted, plus the agreed changes above.
- ☐ The items under “Still to do” are everything left to finish.

SIGNED FOR THE CUSTOMER

NAME

DATE

SIGNATURE

SIGNED FOR THE BUSINESS

NAME

DATE

SIGNATURE

A checklist to make the end of a job clear. It is not a statement of what the law requires and does not replace your terms.
pixasign.co.uk/guides/job-completion-sign-off.html