

# Industrial Building Completion Handover Form

## Project Details

Project Name

Project/Building No.

Address

Date of Handover

## Parties Involved

Contractor Name

Client/Owner Name

Contact Person (Contractor)

Contact Person (Client/Owner)

## Building Description

## Scope of Works Completed

## Outstanding Works / Defects (if any)

No.	Description	Location	Remarks

## Remarks

## Handover Confirmation

We hereby confirm the completion of the above-mentioned industrial building as per contract and hand over the premises and related documents to the Client/Owner.

---

Contractor (Name, Signature, Date)

---

Client/Owner (Name, Signature, Date)

