

CLIENT PROJECT MILESTONE SIGN-OFF & DELIVERY APPROVAL

FORMAL CERTIFICATE OF ACCEPTANCE, DELIVERABLE VERIFICATION & PAYMENT RELEASE AUTHORIZATION

CLIENT ORG: _____ CONTRACTOR / VENDOR: _____ SIGN-OFF DATE: ____/____/20____
PROJECT TITLE: _____ MASTER SOW / CONTRACT REF: _____ MILESTONE #: ☐ M-1 ☐ M-2 ☐ M-3 ☐ Final

1. MILESTONE SCOPE & DELIVERABLES VERIFICATION RECORD

DELIVERABLE ITEM & SCOPE REF	ACCEPTANCE CRITERIA / SOW SPEC	VERIFICATION METHOD	CLIENT STATUS
Architecture & Technical Blueprint	Full system spec, ERD database schema & API endpoints.	☐ Demo Review ☐ Audit	☐ ACCEPTED ☐ COND.
Front-End UI Design & Style Kit	Figma component kit, accessible typography & UI flows.	☐ Demo Review ☐ Audit	☐ ACCEPTED ☐ COND.
Functional Prototype & Beta Build	Working user auth, core dashboard & seed records.	☐ Demo Review ☐ Audit	☐ ACCEPTED ☐ COND.
User Acceptance Testing (UAT)	Zero critical bugs, security audit & test passes.	☐ Demo Review ☐ Audit	☐ ACCEPTED ☐ COND.
Production Deployment & Assets	Source repo transfer, admin guide & credentials.	☐ Demo Review ☐ Audit	☐ ACCEPTED ☐ COND.

2. MINOR PUNCHLIST REVISIONS & WARRANTY CORRECTIONS (IF APPLICABLE)

ITEM #	DESCRIPTION OF MINOR PUNCHLIST REVISION REQUIRED	TARGET COMPLETION DATE	VERIFIED BY
#1	_____	____/____/20____	☐ Contractor ☐ Client
#2	_____	____/____/20____	☐ Contractor ☐ Client
#3	_____	____/____/20____	☐ Contractor ☐ Client

3. MILESTONE FINANCIAL RELEASE & ACCOUNTS PAYABLE AUTHORIZATION

TOTAL CONTRACT VALUE: \$ _____ PRIOR DISBURSED FUNDS: \$ _____ MILESTONE PAYMENT RELEASE: \$ _____
INVOICE NUMBER: _____ PAYMENT METHOD: ☐ ACH ☐ Wire ☐ Check REMAINING CONTRACT BALANCE: \$ _____

CLIENT FORMAL ACCEPTANCE & PROJECT MANAGER SIGN-OFF ATTESTATION:

Client Authorized Representative: _____ Contractor / Lead Developer: _____
Client Title: _____ Contractor Title: _____
Signature & Date: _____/____/20____ Signature & Date: _____/____/20____