

Consultancy Work Completion Confirmation

Consultant Name:	ABC Consulting Services
Client Name:	XYZ Pvt. Ltd.
Project Title:	Digital Transformation Roadmap
Scope of Work:	Provision of consulting services for digital transformation strategy, business process review, and IT implementation guidance.
Work Order/Contract No.:	WO-2024-0117
Start Date:	2024-02-15
Completion Date:	2024-06-10

Confirmation Statement

This is to confirm that the consultancy services described under the above-mentioned scope have been completed satisfactorily by the Consultant. All deliverables have been submitted, reviewed, and accepted, and all terms and conditions stipulated in the contract have been duly fulfilled.

Authorized Representative (Consultant)

Name: _____
Designation: _____
Date: _____

Authorized Representative (Client)

Name: _____
Designation: _____
Date: _____

Important Notes

- This document serves as formal evidence of consultancy work completion for both parties.
- Ensure all information is accurate and verified prior to signing.
- All deliverables should be cross-checked against the contract or work order before issuing confirmation.
- This confirmation may be required for final payment processing or audit purposes.
- Retain a signed copy for future reference by both Consultant and Client.