

IT Services Work Completion Statement

Client Name: _____ Project ID: _____
Company Name: _____ Date of Completion: _____
Contact Person: _____ Contact Number: _____

Description of Services Provided

Work Completion Confirmation

We hereby confirm that all IT services described above have been completed as per the agreement/contract. The deliverables have been reviewed and accepted by the client.

Authorized Client Representative

Name: _____
Signature: _____
Date: _____

Service Provider Representative

Name: _____
Signature: _____
Date: _____

Important Notes

- Ensure all service details and deliverables are accurately described before signing.
- Both parties should keep a signed copy for their records.
- Any further requests or issues after completion should follow the escalation process in the contract.
- This statement serves as formal confirmation that the work has been satisfactorily completed.