

# IT Services Work Completion Statement

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

## Description of Services Provided

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## 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.