

# A clean project handoff.

Use this checklist to close one project. The complete kit contains a seven-section workbook, client email templates, CSV manifests and an offline quote calculator.

☐ Final deliverables and version

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☐ Location and access method (do not write passwords)

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☐ Client review and acceptance

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☐ Known limitations or open items

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☐ Maintenance owner and support scope

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☐ Archive and backup location

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