**Project Handover Report**

|  |  |
| --- | --- |
| Project name:  |  |
| Handed over by:  |  |
| Taken over by:  |  |
|  |
| HAND OVER |
| Subject matter of handover:  |  |
| Handover method (actual physical handover of the output / data carrier, etc.): |  |
|  |
| NOTE:  |
|  |
| Place:  |  |
| Date, time:  |  |
|  |
| SIGNATURE SHEET |
| Person accepting the subject matter of handover  | Person handing over the subject matter of handover  |
| Name:  | Name:  |
| Signature:  | Signature:  |