**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: |