

Contract Closeout Checklist

Project Name:	Project Reference/ID No.:	Preparer's Name:	Preparer's Signature:
Customer:	Customer Contact:	Contact Phone No.:	Date Prepared:

Activity			Planned Date	Completed Date
Yes	N/A	No		
1. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> All products and services were provided to the buyer.		
2. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Formal acceptance of products/services has been completed and documented.		
3. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> There are no open legal issues on this contract.		
4. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> All customer furnished property has been returned.		
5. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> All subcontracts have been closed.		
6. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Follow-on support contracts are signed.		
7. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Transition agreements for support and operations are in place.		
8. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Prime contract price is agreed and final invoice paid.		
9. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Contract audit is complete and signed by key stakeholders.		