



PRE-COMPLETION CONFERENCE DETAIL

Client Name: _____ Contract #: _____

Address: _____

A final inspection was completed for subject project on _____. The work was found to be complete and satisfactory, except for the items listed below.

Items to be corrected or completed:

This list represents all repair and/or replacement work required to complete the project per contractual plans and specifications.

ACKNOWLEDGED BY CLIENT OR OWNER'S AGENT

ACCEPTED BY COMPANY REPRESENTATIVE

Signature
Date: _____

Signature
Date: _____

At project completion, the project warranty card will be delivered and the final bill will be due.