

Handover Record

Project name:	<i>Fill in project identification.</i>
Handed over by:	<i>Identify the person handing over the subject matter of handover.</i>
Taken over by:	<i>Identify the person accepting the subject matter of handover.</i>

HANDOVER	
Subject matter of handover:	<i>Please define the subject matter of handover (reference to a contract, specifications or using a serial number).</i>
Handover method (actual physical handover of the output / data carrier, etc):	<i>Define the handover method (place, type of carrier, packaging, if important).</i>

Note:
<i>Any additional information on the handover, notes, etc.</i>

Place:	
Date, time:	

SIGNATURE SHEET:	
Person accepting the subject matter of handover	Person handing over the subject matter of
Name:	Name:
Signature:	Signature: