

REPORZA FIELD RESOURCE

Project Completion Report Template

Document completed scope, final photo proof, open punch items, exceptions, and client acknowledgement.

HOW TO USE Complete this after the final walkthrough. Separate completed scope from open punch items so the recipient can see exactly what is finished and what remains.

1. Project closeout details

Project		Completion date	
Location		Prepared by	
Client / GC		Contract / PO	
Final walkthrough		Report version	

2. Completion summary

Summarize the contracted work completed, overall result, dates, and any remaining limitations.

Scope completed and overall result

3. Completed areas and quantities

Area / room	Completed scope	Qty	Verified	Photo refs

4. Final photo record

Reference the final wide views, details, resolved issues, and client-requested closeout photographs.

[illegible]

5. Open punch items *Do not describe open work as complete.*

Area	Punch item	Owner	Target date	Status

6. Exceptions, exclusions, and client decisions *Record work outside the agreed scope, unavailable materials, access limits, deferred items, approved deviations, and who made each decision.*

Exceptions, exclusions, and deferred work
Client decisions, approvals, and agreed follow-up

7. Closeout package delivered

☐ Completion report	☐ Final photographs	☐ Punch list	☐ Issue-resolution record
☐ Product / serial information	☐ Warranty or care documents	☐ Signed tickets or delivery records	☐ Other: _____ _____
Delivered to		Delivery date	
Delivery method		File / link location	

Final closeout check

☐ Completed scope is specific	☐ Open items have owners and dates	☐ Photo proof is attached
☐ Exceptions are clearly stated	☐ Recipients are correct	☐ A copy is retained in the project record

8. Acknowledgement

NOTE Acknowledgement confirms receipt and review of this completion record. It does not change the underlying contract, warranty, payment terms, or responsibility for listed punch items.

CLIENT / AUTHORIZED REPRESENTATIVE	CONTRACTOR / INSTALLER REPRESENTATIVE
Printed name and title	Printed name and title
Signature	Signature
Date	Date



SCAN FOR THE DIGITAL RESOURCE

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reporza.com/resources/project-completion-report-template