



# Clients Sign Off

|                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| Date / Time          | <b>30/04/2025 16:29</b>                                           |
| Location             |                                                                   |
| Free Text Location:: |                                                                   |
| Job Reference:       | <b>All Saints Church, Rectory Ln, Allesley, Coventry, CV5 9EQ</b> |



30/04/2025

*The Work Completion Form - Can you please ensure that the form is completed correctly*

You are now confirming that the scheduled job is fully completed & ready for invoicing & no other further works are required

|                                                                                                               |            |
|---------------------------------------------------------------------------------------------------------------|------------|
| Has the work has been completed to the specification?                                                         | <b>YES</b> |
| Has the site been left in a tidy condition?                                                                   | <b>YES</b> |
| Has damage occurred to the customers property?                                                                | <b>NO</b>  |
| Are there additional works planned / required at the property? (Other Arb Team / Landscaping Team attending)? | <b>YES</b> |



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|                                          |                             |
|------------------------------------------|-----------------------------|
| The job is ready for invoice?            | <b>NO</b>                   |
| If No: please provide brief explanation: |                             |
| ∴                                        |                             |
| Follow Up Required/Already Booked?       | <b>Follow up<br/>Booked</b> |

**If it cannot be resolved with the customer please contact the administration office on  
0800 328 7988**

|                                                                                   |           |
|-----------------------------------------------------------------------------------|-----------|
| Reason:                                                                           |           |
| Reason For Follow Up:                                                             |           |
| Is the customer available to sign? If not, please record N/A in the signature box | <b>NO</b> |

On completion both parties have undertaken a walkaround of the site & agreed that works have been completed to specification.

| Customer Signature                                                                                               |
|------------------------------------------------------------------------------------------------------------------|
| <br>Na<br>30/04/2025 16:31:26 |

| Team Leader Signature                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------|
| <br>Ben Jee<br>30/04/2025 16:31:26 |