**System Requirements**

**Sign-off Document**

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| --- | --- | --- | --- |
| Customer Name: | | Date: | |
| Project Name: | | Project # | |
| This document confirms that the documents accepted by <Client>, <Title> on <Date>.  *<Identify the document s which the client must sign-off so that the next phase of the project can start. Where appropriate, provide the document version number, author, location, and other details that support this sign-off. Once this document has been signed-off, circulate it to all relevant parties (i.e. project stakeholders) and update the necessary status reports.>* | | | |
| Functional Requirements <version #> | | | |
| Name: | Title: | | Date: |
| Name: | Title: | | Date: |
| Business Requirements <version #> | | | |
| Name: | Title: | | Date: |
| Design Specifications <version #> | | | |
| Name: | Title: | | Date: |
| Other Documentations | | | |
| Name: | Title: | | Date: |