

Sample Contract Close-Out Checklist

Project Name	
Prepared by (Print)	Date Prepared
Customer	Contract
Contract Telephone / E-mail	
<p>1. <input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a All products or services required were provided to the buyer.</p> <p>2. <input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a Documentation adequately shows receipt and formal acceptance of all contract items.</p> <p>3. <input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a No claims or investigations are pending on this contract.</p> <p>4. <input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a Any buyer furnished property or information was returned to the buyer.</p> <p>5. <input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a All actions related to contract price revisions and changes are concluded.</p> <p>6. <input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a All outstanding subcontracting issues are settled.</p> <p>7. <input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a If a partial or complete termination was involved, action is complete.</p> <p>8. <input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a Any required contract audit is now complete.</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <hr/>	

References

1. Gregory A. Garrett, "Post Award Contract Administration," Contract Management (July 2007), http://www.ncmahq.org/files/Articles/CBC0B_CM0707_F05.pdf