

Minutes of delivery

<organisational unit 1>
<organisational unit 2>
<author>

<status, version>
<confidentiality class>
<yyyy-mm-dd>

Delivery

Project: <Project name and code>
Customer: <Customer>
Date: <yyyy-mm-dd>
Place: <Place>
Participants: <List the participants>

1 Delivered items

<List the delivery items included in the delivery. Refer to either the contract or the project definition.>

2 Installations

<Describe the installations related to the delivery and/or their status.>

3 Checks

<Who has checked the delivery and when? The warranty periods related to the delivery entity.>

4 Signatures

As stipulated in the contract, this minutes activates the payment instalment of <XX>% of the contract price.

<Customer>

<Supplier>

5 Change history (document)

Version	Date	Author	Reviewed by	Approved by	Change history
<V1.0-1D>	<yyyy-mm-dd>	<Name>	<Name>	<Name>	<Description of changes>