[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Punch list

Walkthrough date _____

Page _____

Project _____ Job # _____

Client _____ Phone _____

Project address _____

Walkthrough with _____ Prepared by _____

Status: O = open, IP = in progress, D = done. The client initials the last column once they agree an item is complete.

#	LOCATION	DESCRIPTION	ASSIGNED TO	DUE	STATUS	DATE DONE	CLIENT OK
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

SIGN-OFF

All items above are complete and accepted, except:

_____

Client

_____
Signature

_____ _____
Printed name Date

Contractor

_____
Signature

_____ _____
Printed name Date