

**PROJECT HANDOVER  
DATE:**

# EVENTSCAPE

<b>SALES PERSON</b>		<b>PROJECT MANAGER</b>				
<b>ESTIMATOR</b>		<b>PROJECT DESIGNER</b>				
<b>PROJECT NAME &amp; NUMBER</b>		<b>PROJECT LOCATION</b>				
<b>PROJECT INFO</b>						
<b>CUSTOMER (BILL TO NAME)</b>						
<b>OWNER/END USER</b>						
<b>ARCHITECT/DESIGNER/ARTIST</b>						
<b>GENERAL CONTRACTOR</b>						
<b>SUBCONTRACTOR</b>						
<b>LOCAL INSTALLER</b>						
<b>CLIENT CONTACT</b>						
<b>SUBMITTAL CONTACT</b>						
<b>ORDER DATE</b>						
<b>EST. COMPLETION DATE</b>						
<b>DEPOSIT REQUIRED BEFORE PROCEEDING</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>SCOPE OF WORK</b>						
<b>INCLUDED IN SCOPE OF WORK</b>						
<b>METAL</b>	<b>FABRIC</b>	<b>MILLWORK</b>	<b>GRAPHICS</b>	<b>ELECTRIC/LIGHTING</b>	<b>SITE VISIT</b>	<b>OTHER</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>SHIPPING/INSTALLATION</b>						
<b>SHIPPING INCLUDED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>INSTALLATION INCLUDED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>UNION WORKERS REQUIRED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>EQUIPMENT INCLUDED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>COORDINATION REQUIRED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>FILES/DOCUMENTS</b>						
<b>WORK ORDER - HANDED OVER TO PM</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>EVENTSCAPE ESTIMATE</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>BUDGET CARD (ELECTRONIC)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>OUTSOURCE QUOTES &amp; VENDOR CONTACTS</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>CLIENT PROPOSAL</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>PRICING DRAWINGS</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>CONTRACT (SIGNED)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>CONSTRUCTION DRAWINGS (ARCHITECTURAL)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>ELECTRONIC JOB FILE FOLDER</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>PRELIMINARY MODELS (CLIENT EVENTSCAPE)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>PAYMENT TERMS:</b>						
<b>NOTES:</b>						