

Acceptance Report

This documents the formal evaluation of the delivered software development services to determine compliance with the agreed specifications and contract terms. It confirms that the deliverables have been reviewed by both customer and supplier representatives and either meet the acceptance criteria or include documented deviations.

The report serves as a record of mutual agreement regarding the readiness of the product for operational use.

Customer	Software A
Customer No.	C-123SA
Order No.	GS2024001
Purchase No.	C-123SA/34
Division	Professional Services
Date of Acceptance	19 Apr 2024

The following information has to be approved by a signature of the responsible person(s) (customer and producer) on this page.

Details of Goods/Services Received

- **Product/Service Description:** Software Development Services
- **Contract/Purchase Order Number:** C-123SA/34

Acceptance Criteria

1. The software project should meet the specifications outlined in the project proposal document dated 23 Feb 2024 .
2. The software should be free of critical bugs and errors that prevent its functionality as described.
3. The project should be completed within the agreed-upon timeline of.

Product was accepted

- ☐ Without defect
- ☐ With defect(s) (Appendix list of defects)

The following individuals took part in the acceptance test:

Name	Company	Department	Signature
Gunther Schmidt	Software A	IT Services	
Eleanor Eldridge	Software A	Purchasing	
Maggie Muster	Good Software	Quality Assurance	