

Template exhibit • fictional example • not a quote/contract/invoice for payment

COMPLETION / ACCEPTANCE EXAMPLE

Review what was delivered.

Fictional example business with 20+ employees, improving its existing service-request software.

Status: simulated acceptance. This fictional review links EXHIBIT-PROPOSAL and EXHIBIT-CHANGE. It does not certify actual delivery, execute an approval or authorize payment.

Acceptance checklist / fictional observations

SCOPE REFERENCE	ILLUSTRATIVE REVIEW OBSERVATION
EXHIBIT-PROPOSAL / Priority A	Request categories and ownership are clear; unassigned requests are visible.
EXHIBIT-PROPOSAL / Priority B	Status labels, handoff notes and routine-question guide match the agreed workflow.
EXHIBIT-CHANGE / weekly summary	Summary groups requests by category for the selected week; no matching requests shows an empty-state message.

Acceptance stays with the client.

In this simulated scenario, the owner or designated client approver reviews the checklist and records acceptance as EXHIBIT-ACCEPTANCE. That fictional reference follows the prior extra-work decision, EXHIBIT-APPROVAL. AI may organize review notes but cannot accept work for the client.

EXHIBIT-PROPOSAL → EXHIBIT-CHANGE → EXHIBIT-SIGNOFF → EXHIBIT-INVOICE

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HANDOVER / SIMULATED

Leave a clear handover.

Illustrative completion reference: EXHIBIT-ACCEPTANCE in EXHIBIT-SIGNOFF.

DOCUMENTATION / HANDOVER INDEX

- ✓ Priority register and completed review checklist.
- ✓ Request workflow guide, routine-question guide and weekly-summary instructions.
- ✓ Change log with EXHIBIT-APPROVAL and review note EXHIBIT-ACCEPTANCE.
- ✓ Handover summary and owner role for follow-up questions.

What remains. No unresolved in-scope item is shown in this fictional example. A new request is reviewed separately, not silently accepted into scope. This index contains no sensitive system details.

Traceable onward reference.

EXHIBIT-INVOICE demonstrates how the contracted service and approved extra work could reference the approval and acceptance evidence. All amounts are withheld; the exhibit is not payable.

EXHIBIT-PROPOSAL → EXHIBIT-CHANGE → EXHIBIT-SIGNOFF → EXHIBIT-INVOICE