

Punch list and final walkthrough

TRUELINE

Job _____

Address of the work _____

Client _____

Walked on _____

Walked by _____

Walk it with the client, in the same order every time, and write the item down in front of them. A list made afterwards is a list that gets argued with.

NO. / ROOM / ITEM / WHO OWNS IT / DUE / DONE

OUTSIDE THE CONTRACT — QUOTED SEPARATELY BEFORE ANY OF IT STARTS

Anything on this page that was not in the signed scope is a change order, including the small ones. Especially the small ones.

Items agreed

Items disputed

DISPUTED — WHAT, AND WHAT EACH SIDE SAYS

Contractor — signed

Date

Client — signed

Date

Signing this says the list is complete as of today, not that the work on it is finished.