

Project Closure Report

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Send this at the end of every project. It documents what was delivered, proves the result, and opens the door to repeat work.

What was delivered

[Deliverable 1 - e.g. 10-page website copy]

[Deliverable 2]

[Deliverable 3]

[Link / location of final files]

Results achieved

[Result 1 - e.g. enquiries up 40% in first month]

[Result 2]

[Client quote, if given]

What went well / what we would improve

[Went well]

[Lesson for next time]

Next steps & recommendations

[Recommended follow-up, e.g. monthly maintenance]

[Offer, if any]

Sign-off

Client	[Name]
Project	[Project]
Start date	[Date]
Completion date	[Date]
Total fee	[Amount]
Client signature	_____ Date: _____
Freelancer signature	_____ Date: _____