

## Your delivery checklist

Your signed proposal determines exact deliverables. Use this checklist during final acceptance:

- ☐ A working system that passes the agreed acceptance scenarios.
- ☐ Access to your application, repository, and agreed work product.
- ☐ A clear architecture and integration map.
- ☐ Setup, deployment, rollback, and operating instructions.
- ☐ An account and billing ownership register.
- ☐ Secure credential transfer and removal of temporary access.
- ☐ Training for the people who will operate the system.
- ☐ Error handling, human escalation, monitoring, and cost limits.
- ☐ Backup, recovery, and data export where included.
- ☐ Written ownership, licence, and support terms.
- ☐ A named contact and agreed post-launch support window.

Ask who owns each subscription and what happens when a provider changes its API. Confirm you can actually access the deliverables before acknowledging handover.