



Contractor/I3PP Signoff Form

Instructions: All information on this form must be filled and all required signatures must be obtained to avoid any payment delays. This form must be e-mailed back to the MCTCPurchasing@Lowe.com mailbox with your invoice before payment can be made.

Store Number / Name (please print)

Name of Project (please print)

I3PP Company Name/Forman (please print)

Signoff Form
Please Check One:

Rack Installation

Electrical Installation

Carpentry Installation

3rd Party Merchandisers

	Start Date	End Date
Yes No		
<input type="radio"/> <input type="radio"/> Project has been completed per the Blueprints, Planograms and Carpentry/Electrical (List items not completed and person responsible in the fields below.) If you answer NO , you will need to provide a reason why in the notes field below.		
<input type="radio"/> <input type="radio"/> The Project has successfully been completed per the scope of work and to the standards that's expected by Lowe's. If you answer NO , you will need to provide a reason why in the notes field below.		
<input type="radio"/> <input type="radio"/> All materials used by I3PP have been billed out of store's inventory to the provided PAR for the Project. If you answer NO , you will need to provide a reason why in the notes field below.		
<input type="radio"/> <input type="radio"/> Will you need to return to complete any scope? If you answer YES , you will need to provide a reason why in the notes field below. If you answer YES and your return trips requires additional payment above and beyond your approved pay. You will also need to fill out a Change Order Form and obtain the proper approvals prior to starting work. If you answer YES and your return trip doesn't require additional payment, no Change Order Form is required.		

Additional Notes (additional notes can be logged on back if needed):

Conditional Requirements (requires Store Manager's Signature upon completion)

1. _____ **Initials** _____

2. _____ **Initials** _____

3. _____ **Initials** _____

Signatures:

_____ Project Manager (Print)	_____ Date	_____ Project Manager (Signature)
_____ I3PP Lead (Print)	_____ Date	_____ I3PP Lead (Signature)
_____ Store Manager or Store Lead (Print)	_____ Date	_____ Store Manager or Lead (Signature)

Additional Notes (attach additional pages if needed):

Conditional Requirements (requires Store Manager's Initials upon completion)

Initial: _____

Initial: _____

Initial: _____

Initial: _____

Initial: _____

Initial: _____

Initial: _____

Initial: _____

Initial: _____

Initial: _____

Initial: _____

Initial: _____

Store Team Notes: I have walked/reviewed the items listed in the Conditional Requirements section and or subsequent attachments and I am satisfied that all of the requirements have been met or completed to Lowe's standards and my satisfaction