Brunel University London

Kingston Lane

Uxbridge

UB8 3PH

United Kingdom

Return completed form to:

E avtar.singh@brunel.ac.uk

**For the attention of the Fixed Asset Accountant**

I hereby confirm based on internal inspections that project *(subproject code and name)* has been completed in accordance with the contract agreement/required specification. I also confirm that the asset has been put to use on *(date).*

To the best of my knowledge the final invoice has been received and the estimated retention held is *(amount*). This is payable on *(terms of payment and/or date)*

**Project start date:**

**Completion date:**

**In use date:**

**Useful life estimate:**

**Amount:**

**Signature:**

**Name:**

**Designation:**

**Date:**

Please complete and return to Avtar Singh at the above e-mail address and provide a copy to your Management Accountant.