**FORMAL ACCEPTANCE FORM**

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| **Project Title:** |  |  | **Date Prepared:** |  |

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| **[ID](#ID" \o "Enter a unique requirement identifier from the requirements documentation)** | **[Requirement](#Requirement" \o "Enter the requirement description from the requirements documentation.)** | **[Acceptance Criteria](#Acceptance_Criteria" \o "Enter the criteria for acceptance from the requirements documentation.)** | **[Validation Method](#Validation_Method" \o "Describe the method of validating that the requirement meets the stake-holder’s needs.)** | **[Status](#Status" \o "Document whether the requirement or deliverable was accepted or not.)** | **[Comments](#Comments" \o "Document why the requirement or deliverable was not accepted and the required changes for being accepted.)** | **[Signoff](#Signoff" \o "Obtain the signature of the party accepting the product.)** |
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