

Contract Completion Form

Bring this form to the **first in-person class after the fixed deadline**. The original written contract decides what counts as completed. Without this form or the required attendance, **both teams lose the contract amount**.

1. Identify the contract

A1 Contract ID: _____

A2 Nickname / call sign: _____

A3 Type: ☐ Feature Sponsoring ☐ Implementation ☐ Review ☐ Testing

A4 Fixed deadline: _____

A5 Agreed bonus points: _____

2. Teams

B1 Paying / requesting / sponsoring team: _____ Section: _____

B2 Delivering / sponsored team: _____ Section: _____

3. Final acceptance

Sign only if the work has been checked and accepted. If either team has an unresolved complaint, report it to the tutor before signing this form.

☐ **C1 Final acceptance and transfer authorization.** The team receiving the service—or the sponsoring team for Feature Sponsoring—confirms that it checked the delivered work against the original written contract, accepts the contract as completed, and has no unresolved complaint.

C2 This acceptance is final and binding. The full agreed bonus-point transfer will occur regardless of any later change of mind, objection, or complaint. Any complaint first raised after this form is signed will be refused automatically and will not delay, reduce, cancel, or reverse the transfer.

4. Representatives present

Required majority: at least 3 members of a 4- or 5-person team, or 4 members of a 6-person team. Sign in class after identity verification.

D1 Paying / requesting / sponsoring team

No.	Name in capital letters	Neptun	Signature
1			
2			
3			
4			

D2 Delivering / sponsored team

No.	Name in capital letters	Neptun	Signature
1			
2			
3			
4			

5. Tutor confirmation

Tutor fills in this gray section with the stronger border.

☐ **E1** No complaint about this contract was reported to me by either team before this form was signed.

☐ **E2** I recorded the completed contract and the binding transfer of _____ bonus points from _____ to _____.

E3 This transfer will occur as recorded. A complaint raised after signing cannot delay, reduce, cancel, or reverse it and will be refused automatically.

E4 Tutor name: _____

E5 Date: _____

E6 Signature: _____