**Acceptance Certificate**

|  |  |
| --- | --- |
| **Object:** |       (please specify details) |
| **Where (Building, Floor, Room, etc.):** |       |
| **Size of order /specification:**(only if differing from purchase order) |       |
| **Company:** |       |
| **Contractor:** |       |
| **Purchase order number:** |       |
| **Acceptance date:** |       (please insert date) |
| **Participants during acceptance inspection:**For Company:For Contractor: |            |
| **Notification of deficiencies:**(Please give a detailed explanation – probably use another page): | No deficiencies [ ] Following deficiencies noted:       |
| **Following remaining deficiencies will be remedied by Contractor:** | immediately on/until       (please insert date)corrected on       (please insert date)audited on       (please insert date)warranty starts on       (please insert date)(**only, if date is not acceptance inspection date!)** |
| **Inventory documents:** | available and specified here:       not available [ ]  |

Any claims and/or guarantees because of open and/or covered deficiencies will not be prejudiced by the herewith executed acceptance[[1]](#footnote-1). Claims because of delayed delivery and/or services, especially the claim of an agreed contractual penalty, remain reserved.

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Place, Date

Internal test certificate of Company: ----------------------------------------------------

(in case Company representative has no power of attorney)

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Company[[2]](#footnote-2) (Signature 1) Company2 (Signature 2)Contractor

Distribution to: 1 x Accounting (Original)l

1 x Contractor

 1 x Procurement

1. Decided upfront [↑](#footnote-ref-1)
2. Company‘s authorized representative [↑](#footnote-ref-2)