

Managed Services Provider Handover Form

General Information

Client Name

Service Provider

Project/Service Name

Handover Date

Contact Information

Scope of Services

Description of Services Provided

Key Assets & Infrastructure

Systems & Access

Systems/Platforms Handed Over

Login Credentials Provided

Documentation/Knowledge Base Links

Outstanding Issues & Risks

Open Tickets/Incidents

Known Issues

Risks/Concerns

Additional Notes

Sign-Off

Provider Representative

Client Representative

Date

Date