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| Project | Persons Present: | Snag / Defect / Variation | Date for Completion | Responsible Party | Actual Date complete |
| Date |  |
| Item | Description |
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| Snags Agreed |  |  | | | |
| Client: |  |
| TPM |  |
| General Contractor |  |
| Date |  |
|  |  |  | | | |
| Snags Complete |  |  | | | |
| Client |  |
| TPM |  |
| General Contractor |  |
| Date |  |

