

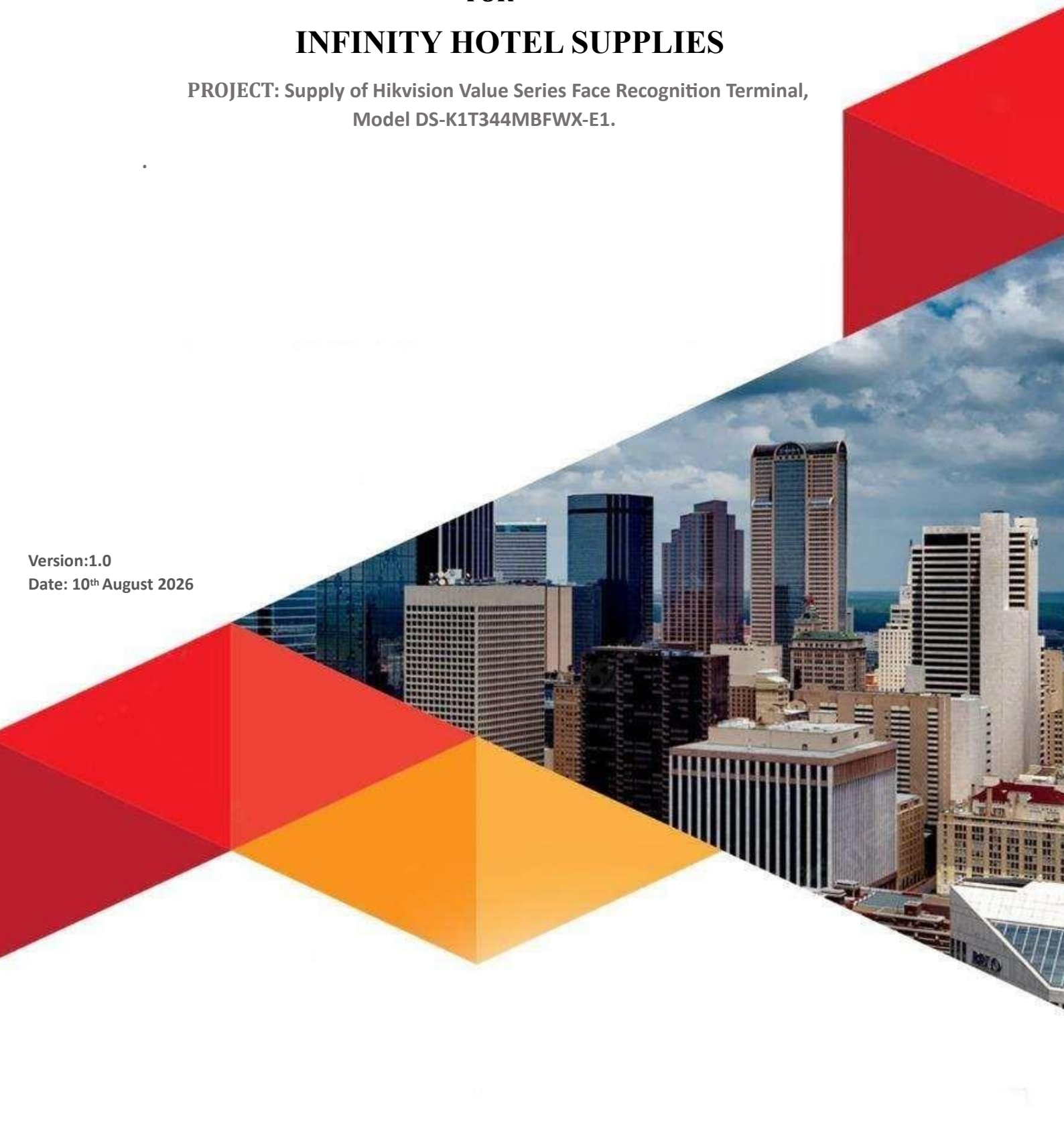
SIGN-OFF DOCUMENT

FOR

INFINITY HOTEL SUPPLIES

PROJECT: Supply of Hikvision Value Series Face Recognition Terminal,
Model DS-K1T344MBFWX-E1.

Version:1.0
Date: 10th August 2026



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DOCUMENT DETAILS:

Company	INFINITY HOTEL SUPPLIES
Document Title	Sign-off document
Date	10/08/2026

GENERAL INFORMATION

Customer name	INFINITY HOTEL SUPPLIES
Contact Person	Mr. Akshay
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The purpose of this sign-off document is to formalize and acknowledge the completion and acceptance of the Supply, installation of Hikvision Value Series Face Recognition Terminal, Model DS-K1T344MBFWX-E1. project for “**INFINITY HOTEL SUPPLIES**”. This document serves as an official record of the project's successful execution and handover, marking the conclusion of our efforts.

To ensure both sides have a clear understanding of the tasks, the following activities were undertaken:

	Supply, installation of Hikvision Value Series Face Recognition Terminal, Model DS-K1T344MBFWX-E1.
A	Installation Wall-mount the attendance terminal at the designated location. Provide necessary mounting accessories. Connect the terminal to the available network and power supply.
B	Network Configuration Configure IP address and network parameters. Connect the terminal to the designated LAN. Configure communication with the attendance management software/platform, where applicable.
C	Employee Enrollment Create employee/user profiles. Register employee facial information. Configure employee ID/details as required. Configure attendance authentication method.

D	Attendance Configuration Configure working schedules, shifts and attendance rules. Configure check-in and check-out parameters. Attendance Data Management Configure synchronization of attendance records between the terminal and management software. Verify attendance logs and employee records. Configure data export/reporting through the applicable IVMS software.
E	Testing & Commissioning Test employee face recognition. Verify successful check-in/check-out transactions. Verify attendance records and time stamps. Test synchronization with the management system. Rectify configuration issues identified during testing.
F	SIGN OFF

This sign-off document aims to ensure clarity, accountability, and transparency in the project or task completion process and to avoid any misunderstandings or disputes regarding the outcome.

PROJECT CLOSURE ACCEPTANCE	
Account Manager Mr. Mohammed Farrukh	Client Mr. Akshay Jayanandhan
	

SIGN-OFF DOCUMENT

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