**Client Acknowledgment**

During the final stages of the case, the student team presents the results and recommendations to the client (the final report). Afterwards, the client is asked to sign a client acknowledgment form which may be referred to as a "Acceptance of Report," "Receipt of Consulting Report," or "Acknowledgment of Receipt of Case Report" (or various other names), affirming that he has received the final report or heard all of the relevant information in accordance with the SBIDA SBI regulations.

The final written report is delivered to the client with the student team discussing the completed report in a professional and thorough manner. A faculty member (either the Case Supervisor or Director) should be in attendance.

A client acknowledgment, signed and dated by the client or representative, must be attached to the completed report copy provided to the SBI Director.

This document becomes part of the permanent case documentation kept by the SBI Director for each project.

For alternative form, see SBIDA’s *SBI Student Consulting Manual*.

**Sample Acceptance of Report**

University of Central Florida

College of Business Administration

Small Business Development Center

Small Business Institute®

I have received a copy of the Small Business Institute® consulting report for my firm. The contents of the report have been discussed with me. I understand that I may contact the SBI Director for further clarification or explanation should I so desire.

I consider the report to be

 \_\_\_\_\_\_\_\_\_ Essentially accurate, with respect to the facts contained therein

 \_\_\_\_\_\_\_\_\_ Essentially inaccurate

 \_\_\_\_\_\_\_\_\_ Satisfactory.

 \_\_\_\_\_\_\_\_\_ Unsatisfactory.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Client (signature)

Client Name, Company Name, typed