**[Company name]**

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# Construction snag list

Defects and unfinished work - listed, assigned and signed off.

| | |
|---|---|
| **Date** | [Date] |

## Snags

| No. | Location | Defect | Trade responsible | Due date | Signed off |
|---|---|---|---|---|---|
| | | | | | |
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## Sign-off

| Name | Signature | Date |
|---|---|---|
| | | |