QUALITY REVIEW INVITATION

Project Name (and stage):	Name of Project and stage (where applicable)	***Review Type:***	Informal/Walkthrough/Formal

To allow the project to proceed, it is essential that the deliverable described below is reviewed and signed off. This will make sure that there are no significant errors in the work that has been done and provide a firm foundation for future work. You are invited to be a reviewer of this deliverable.

A standard Review Comment List is attached on which you are asked to record any errors or queries about the deliverable. You may wish to refer to the Deliverable Specification which describes the purpose of the deliverable and contains a number of criteria against which you can assess the acceptability of the deliverable.

If the review type at the top of this invitation is 'Informal', please return your Review Comment List as directed below. Your comments will then be actioned by the author.

Thank you for your participation

Subject of Review: