

Outsourced Game Asset Handoff Checklist

Free final-delivery checklist for commissioned game art and external production work

Use this when a contractor or studio delivers final work. The checklist helps expose missing files, unclear acceptance and incomplete handoff records before the work is treated as closed.

1. Deliverable identity

- ☐ Project / engagement ID recorded
- ☐ Deliverable / asset ID recorded
- ☐ Final asset name matches the agreed scope
- ☐ Version / revision number is clear
- ☐ Submission date recorded

2. Quality / acceptance

- ☐ Acceptance criteria reviewed against the actual delivered file
- ☐ Target scale / dimensions / timing checked where relevant
- ☐ Materials, textures, audio references or dependencies resolve correctly
- ☐ Representative import / engine test completed where relevant
- ☐ Known defects or exceptions are written down instead of silently accepted
- ☐ Acceptance status is explicitly Accepted / Rework / Rejected

3. Final files

- ☐ Final production files received
- ☐ Source files received if the agreement says they are included
- ☐ Exported/runtime files received if needed
- ☐ File names and folder structure are readable
- ☐ No temporary or unrelated files are mixed into final delivery
- ☐ Backup location recorded

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4. Rights / dependencies record

- ☐ Agreement / license / rights reference recorded
- ☐ Third-party assets, plugins, fonts, audio or textures used by the contractor are listed if relevant
- ☐ Attribution / credit requirement recorded if relevant
- ☐ Source-file handoff restrictions reviewed before sharing with another contractor or client
- ☐ Unknown rights/dependency questions are flagged instead of guessed

5. Revisions and scope

- ☐ Revisions used are recorded
- ☐ Any work outside the original scope is separated from the original acceptance
- ☐ Open rework item has an owner and target date
- ☐ No unpaid/unapproved scope expansion is hidden inside a 'small fix' note

6. Invoice / closeout

- ☐ Invoice or payment reference recorded
- ☐ Invoice status is known
- ☐ Final acceptance and payment status are not confused with each other
- ☐ Contact / project records are backed up
- ☐ Project closeout note records anything future contractors need to know

Release rule

Do not mark the handoff complete only because a ZIP arrived. Close it when the delivered work, acceptance state, final/source files, dependencies and admin record are all understandable.

Free resource by Knit of Shadows. For multi-project contractor management with deliverables, milestones, revisions, acceptance, handoff and invoice status, see PAS-18 — Indie Game Outsourcing & Contractor Deliverables Tracker.

Planning and recordkeeping aid only. This checklist is not a contract and does not provide legal, tax, employment-classification or intellectual-property advice.