

Project Sign Off Sheet

Please review the final project. While we do our best to check for grammar, spelling, etc., there is always the possibility that something has been overlooked. To ensure your printed document does not contain any errors, please review the entire project thoroughly and inform us of any changes/corrections BEFORE signing off on this form.

Once this form is signed, it authorizes <Company Name> to finalize the project and prepare it for print or go live on the web. <Company Name> shall not be responsible for any errors in the design/functionality once the project has been finalized. Any changes requested after the Project Sign Off Sheet has been signed may be subject to additional charges as outlined in the Project Agreement.

Fill out form where appropriate and
fax to: <fax number> **or** email to: <email address>

Project _____

Client: _____

PLEASE CHECK THE APPROPRIAT BOX

Project INCOMPLETE

Please list corrections below, or on a separate sheet. Do NOT sign this form until the changes have been made and you are satisfied with the project. We will provide a new Project Sign Off Sheet with any changes/corrections if needed.

Changes/Corrections:

Project COMPLETE

Please sign the form below if you agree to finalize this project.

I _____, hereby agree that I have fully reviewed the final project completely and I authorize consent for <Company Name> of CT to finalize the project as is. I understand that once the project has been finalized, <Company Name> of CT is not responsible for errors, corrections, or changes to the project after that point. Any changes to the project going forward may require additional work and subject to the Company's current standard rates, or as outlined in the contract between the Client and the Company.

Company Name

Client Signature

Date