

Project Approval/Sign-Off

In an effort to help streamline our workflow, Northeast Web Design requires an approval on the completed project. Before signing, please review the entire project and make note of any items that should be addressed before approval. Some notable questions to take into consideration before approving the project are as follows:

- ✓ Is the website fully functional?
- ✓ Do the people in my organization have working e-mail addresses?
- ✓ Does the project fall within the scope of the original proposal?
- ✓ Is all required content on the site?

After this document is signed any changes to the approved project will fall outside of the original contract and will be billed at the rate of \$80 per hour.

Approval:

An authorized signature below indicates the approval of this design and the agreement of the terms and conditions outlined above.

Client

Northeast Web Design

Signature

Signature

Printed Name

Printed Name

Date

Date