



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 website/print project does not contain 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 Rootways Inc. to finalize the project and prepare it for print or go live on the web. Rootways Inc. shall not be responsible for any errors in the design 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.

**Please fill out form where appropriate and
Fax to: 1-888-741-7001 or email to: info@rootways.com**

Project: _____

Client: _____

Please check the appropriate 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 Rootways Inc. to finalize the project as is. I understand that once the project has been finalized, Rootways Inc. 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