

Copy Phase Sign-Off

Client/Company Name: _____

Project Description: _____

Project Phase: _____

Date: _____

Below is a list of criteria you will want to make sure your copy meets. This is not a comprehensive list. Please proof the copy for errors or omissions.

Spelling

Grammar

Punctuation

Tone

Message

Contact Information

Headings and Subheadings

Formatting

Keywords

Aligns With Agency Vision/Goals

Reflects Agency's Voice

Please check one of the following and attach any necessary materials:

I am satisfied with the Copy Stage and give permission to begin the Design Phase.

I am unsatisfied with the Copy Stage and would like to make changes before continuing.

In signing this document you are acknowledging that the above work meets your expectations and aligns with the previously agreed project scope. Please note that any changes to this stage after sign-off may result in additional fees.

Print Name: _____

Signature: _____

Date: _____

Digital Business Architect

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