ClientOkay

Design sign-off sheet

Records what was approved, by whom, and when. Keep a copy with the invoice.

Project

Project or job name

Client

Prepared by

Date delivered

Revisions included / used

Items approved

Item	Version	Decision	Notes or exceptions

Decision: Approved / Approved with changes noted / Changes requested. One line per item, not per project.

Approval

I confirm that the items marked approved above are final. Changes after this date are a new request and may be charged as an extra revision round.

Name

Email

Signature

Date

Free template from clientokay.com. ClientOkay fills a sheet like this in automatically from the client's decisions on a review link.