

8. Job Approval Form

[client ltd]

Date opened

[contact info]

Comp/copy due

[job estimate enclosed]

Completed job due

[account executive]

[project]

Responsible personnel: initial your approval at each step of this job.

| | Recommendations | Revise 1 | Revise 2 | Revise 3 |
|--|-----------------|----------|----------|----------|
| Phase 1 [Job opened] | | | | |
| Research and requirements gathering | | | | |
| Preliminary estimate | | | | |
| Creative function-design/copy | | | | |
| Copy proofread | | | | |
| To Creative Director for approval | | | | |
| Phase 2 [Account Exec notifies production—job is ready] | | | | |
| Creative input transition | | | | |
| Copy structure outline | | | | |
| Wireframes | | | | |
| Accurate quote | | | | |
| Account Exec/Creative/Production buy | | | | |
| Outside services | | | | |
| Layout | | | | |
| Client approval | | | | |
| Due: | | | | |

[account executive]

[project]

| | Recommendations | Revise 1 | Revise 2 | Revise 3 |
|---|-----------------|----------|----------|----------|
| Phase 3 [Layout review] | | | | |
| Design/interface layout comps | | | | |
| Creative OKs layout | | | | |
| Draft of all copy | | | | |
| Proofs | | | | |
| Layout proofs to Account Exec. | | | | |
| Layout proofs to Client | | | | |
| Client approval | | | | |
| Due: | | | | |
| Phase 4 [Final production] | | | | |
| Files to production | | | | |
| Creative OKs proof | | | | |
| Account Exec. OKs proof | | | | |
| Final copy | | | | |
| Development | | | | |
| User/beta testing | | | | |
| Client approval | | | | |
| Launch/delivery of approved job | | | | |
| Due: | | | | |
| Phase 5 [Job completed. Due:] | | | | |
| Job delivered | | | | |
| Bill | | | | |