

8. Job Approval Form

[client ltd]

[contact info]

[job estimate enclosed]

[account executive]

[project]

Date opened

Comp/copy due

Completed job due

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				