

Website Design Launch Approval / Beta Website Sign-Off

Dear Client,

We are pleased to present you with your draft website that can be viewed at the beta link we have sent you. As we prepare to launch your website for you, and switch it to “live” on your main domain so that your visitors can start browsing it, there are a few points that need to be reviewed before approving.

Please review the design and make note of any changes that should be addressed before approval. Some notable factors to take into consideration before approving a design are as follows:

- ✓ Font choices / sizes / colours
- ✓ Any e-commerce systems (if applicable)
- ✓ Website content and text
- ✓ Any contact or order forms
- ✓ Slider / product / stock photos

After this document is signed & returned, we will proceed to launch the website, as well as to issue any final invoices. Your approval will be considered as the beta site having been completed to your full satisfaction, and the project will be marked as finalised / completed.

Please note that any further changes requested after this approval to launch is received, will be considered as an extension of project scope and subject to review/additional costing. **Therefore please do not approve, or request for the website to go live, unless all changes have been requested & completed during the beta website revision stage.**

An authorised signature below indicates the approval of this design and the agreement of the terms and conditions outlined above and on our website.

PLEASE SIGN & STAMP COMPANY CHOP

NOTE: If no company chop is available, please fill in your IC Number in the field to the right

<i>Full Name</i>	
<i>Website Name</i>	
<i>Date</i>	
<i>IC Number</i>	