

Client Approval Form

This form confirms that [Client name] ("the Client") has reviewed and approved the work listed below, produced by [Studio name] ("the Studio") for [Project name].

1. What was reviewed

Project: [Project name]

Files and versions reviewed: [for example, the 60-second film, version 3, and 24 edited photos from the product set]

Reviewed on: [Date]

2. Approval

The Client approves the work above. Initial one:

[Initials] As it is, with no further changes.

[Initials] Once the following final changes are made, with no further review: [list the changes]

3. What approval means

Approval confirms that the work matches what was agreed. Changes requested after this form is signed are new work, billed at [rate] under the agreement dated [Date].

The Studio will prepare and deliver the final files within [number] days of approval.

4. Payment

The balance of [balance amount] is due [on approval / within number days of approval], as set out in the agreement. Final files are released when it is paid.

5. Usage

Approval does not change the license in the agreement. The Client may use the approved work as the agreement allows.

6. Authority

The person signing below confirms they are authorized to approve this work for the Client. Name and role: [name and role]

Signatures

Client

Signature

Date

Printed name

Studio

Signature

Date

Printed name