



Sign-Off Document

This agreement was made on ##/##/#### between

1. **Your Agency name**, address here (referred to as the Agency hereafter)
2. **Client name**, address here (referred to as the Client hereafter)

It is agreed:

1. By transferring the web files from the Agency's server to the Client's server, or sending the files to the Client, the Client is liable to pay the full remaining balance of the invoice/s outstanding which amounts to: **£####.## (£####.## inc VAT)**.
2. The Client has checked the website and is happy with the code and the way the website has been developed by the Agency.
3. The Client has not been forced or coerced into signing this document.
4. The Client waives any rights to a discount, refund or credit.

The Agency want the Client to be happy with the work produced, so any concerns, amends to the code etc. should be made before the Agency transfers or sends the files to the Client. If you would like to review the code further please make this clear to the Agency before signing this document.

The Agency may continue to work on the Clients server to action additional amends at their discretion.

On behalf of:

Company: Your Agency name

Name: Director name

Job Title: Director

Signed: _____ Dated: ##/##/####

On behalf of:

Company:

Name:

Job Title:

Signed: _____ Dated: