# Script Sign-off

### CLIENT NAME Project Name

**Item:** **File name for script document  
Date Delivered:** **dd.mm.yyyy  
Date Due:**  **dd.mm.yyyy**This script (v version #) provides the transcript and descriptions for the **CLIENT NAME Module name** module.

Savv-e will only commence work on the next phase of the project once the high level design document has been reviewed and approved.

Please sign and return this form to Savv-e by the due date indicated above. Delays in return of this form may impact the schedule and budget.

### Approval:

I have thoroughly checked the script of the above course, and have marked up the document with all necessary modifications, consolidated from all reviewers.

I understand that changes to any of the following after signoff of this document will likely result in schedule and/or budget adjustments:

use of media

structure of content

amount of content

audio transcript

|  |  |  |
| --- | --- | --- |
| Name (Please Print)  ....................................... | Signature  ....................................... | Date  ...../...../.... |