



prodo

## Design Sign Off

### PROJECT DETAILS

**Created by:**

Ruth Nicholas Prodo Digital

**Prepared for:**

John Kenny Worldwide Marine Technology

Dear John,

As discussed in our (call/meeting) the milestone for completing your designs has been reached!

This is a really exciting time in the project as we see your website come to life. Our UX&D team lovingly handcraft each design and enjoyed bringing your brand to life.

Prodo want you to be 100% happy with the designs supplied and I don't want there to be any surprises down the line.

No major amends can be made from this point as it complicates the software engineering phase. If, as the website comes to life, our team agrees something can be done quickly and easily we will of course endeavour to make those changes.

The schedule allows **1 week** for final review and sign off of this document, so our next milestone is by the close of business Tuesday 6th August 2019. Your designs are located here: <https://invis.io/49S66QYJ5F8>.

I need to make you aware that delays in sign-off affect our build time. This is booked to start on Thursday 8th August. While there can be unforeseen circumstances on both sides it may result in our software engineering time being allocated to another project. I then need to reschedule your project affecting our go live date.

I've planned our project time to reflect the process continuing smoothly, so delays and amends from your team could incur additional costs or reduce the available time or capacity later in the project.

If there is anything I can do to make sure everything goes smoothly, please don't hesitate to contact me. My direct dial is .

As per our agreement, an invoice (has/will) be raised with your business to cover the design.

Please complete the electronic signature below. I look forward to moving our project to the next phase!

Kind regards  
Ruth Nicholas

A handwritten signature in black ink, appearing to be 'Ruth Nicholas', with a stylized flourish extending to the right.

