


Sign-Off Slugs

Sign-Off Slugs ensure agency quality. Each team member as well as agency Quality Control/Proofreader are required to sign-off on all routing layouts.



FILE NAME:	Job #:
Client:	
Job Title:	
Element:	
Artist:	
Revised on:	
Live:	
Trim:	
Bleed:	

APPROVAL:		
DESIGNER	COPY/TYPE	GRAPHICS
COPYWRITER	<input type="checkbox"/>	<input type="checkbox"/>
TRAFFIC / DELIVERY	<input type="checkbox"/>	<input type="checkbox"/>
PROOFREADER	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTION	<input type="checkbox"/>	<input type="checkbox"/>
ART BUYER	<input type="checkbox"/>	<input type="checkbox"/>
CREATIVE DIRECTOR	<input type="checkbox"/>	<input type="checkbox"/>
ACCOUNT EXECUTIVE	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT	<input type="checkbox"/>	<input type="checkbox"/>
	OK	REVISE

TEAM:					
ACCOUNT EXECUTIVE	TRAFFIC MANAGER	CREATIVE DIRECTOR	COPYWRITER	DESIGNER	PROOFREADER

Round #:	Four Color Process	Spot Colors	Built at:	%	Sapient
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

FILE NAME:		JOB #:	
Client:		Revised on:	
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APPROVAL:					
DESIGNER	COPY/TYPE	GRAPHICS			
COPYWRITER	<input type="checkbox"/>	<input type="checkbox"/>			
TRAFFIC / DELIVERY	<input type="checkbox"/>	<input type="checkbox"/>			
PROOFREADER	<input type="checkbox"/>	<input type="checkbox"/>			
PRODUCTION	<input type="checkbox"/>	<input type="checkbox"/>			
ART BUYER	<input type="checkbox"/>	<input type="checkbox"/>			
CREATIVE DIRECTOR	<input type="checkbox"/>	<input type="checkbox"/>			
ACCOUNT EXECUTIVE	<input type="checkbox"/>	<input type="checkbox"/>			
CLIENT	<input type="checkbox"/>	<input type="checkbox"/>			
	OK	REVISE	OK	REVISE	

TEAM					
ACCOUNT EXECUTIVE	TRAFFIC MANAGER	CREATIVE DIRECTOR	COPYWRITER	DESIGNER	PROOFREADER

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Sign-Off Rounds will be tracked in Job Manager to validate agency level of effort in number of rounds. Incremental charges should be incurred over three rounds.