

Completed Web Site Information and Approval Sign-off Sheet

Please review the text on this form and past it into an email to Richard Consulting (info@rcbizdev.com).

I have thoroughly reviewed the web site currently residing at <http://www.draft.domain.com> and give it my approval of it as completed per [DATE] contract and ready to upload to its own host server space. I understand that a third and final invoice for \$_____ is now due, and that the site will be published and remain live on the Web only if this invoice is paid on time and in full.

I understand that the web hosting account for this site is set up through [WEB DESIGN FIRM], that I have already been billed for the first year of web hosting, and that going forward I will be invoiced for this as per my hosting contract. The current hosting account costs _____ per year and I understand that I will be billed a month before the expiration date, _____, for the next year's service. At that time, if I choose not to pay that invoice, my hosting account will be cancelled.

I understand that the domain name _____ is registered in my name at [REGISTRAR]. This registration expires on _____ and must be renewed for web site to remain live. Although I understand that I am ultimately responsible for my domain registration, Richard Consulting will assist with the renewal process. For my files, my [REGISTRAR] log-in is _____ and my password is _____.

Signature

Company

Date