

# Pica Design + Marketing

## Project Approval Sign-Off

Job Number: 13-032

Signed On: 07/03/2013 at 4:35 pm EST

Signed By: Monica Kelly

Client: Bay Chamber Concerts

Project Title: Bay Chamber Website

Project Description: Approval to conduct new website soft-launch 7/3/13

Project File 1: [Screen Shot 2013-07-03 at 3.56.56 PM.png](#)

I, Monica Kelly, representative of Bay Chamber Concerts, verify that the project "Bay Chamber Website" provided on 07/03/2013 at 3:59 pm EST has been reviewed and approved for design, layout, copy and image placement to date and consider all design related work pertaining to the above project to be complete and authorize Pica Design, LLC to prepare and release all digital and material files to the Client's selected vendor(s) for printing, manufacturing and or internet publication. Also, any further modifications, additions or deletions to the design or content after this sign-off authorization for the above project will be considered new work and charged based on time + expenses.