

Pica Design + Marketing

Project Approval Sign-Off

Job Number: 13-089

Signed On: 09/11/2013 at 1:01 pm EST

Signed By: Michelle Picard

Client: Belfast Free Library

Project Title: BFL 2013 Annual Appeal

Project Description:

Project File 1: [12-088 BFL AnnualAppealLetter2013-01.pdf](#)

Project File 2: [12-089 BFL Letterhead2013-00.pdf](#)

I, Michelle Picard, representative of Belfast Free Library, verify that the project "BFL 2013 Annual Appeal" provided on 09/10/2013 at 4:30 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.