# Audio Script Sign-off Sheet

### [Client Name] [Project Name]

**Item:** **[Document Name]**  **Date Delivered:** **[20.04.2020]  
Date Due:**  **[21.04.2020]**This audio script ([Document name]) details the precise specifications for the audio narration for the [Project Name]. This document specifies the voiceover artist, narration style, audio file names, exact script and directions for the artist.

Savv-e will only place an order for audio once the audio narration script has been reviewed and approved.

**Please review the script carefully** as once the script has been approved, **any** change will incur an additional re-recording fee.

Please sign and return this form to Savv-e by the due date indicated above.  
Delays in return of this form may impact the schedule and budget.

### Approval:

I have thoroughly checked the audio narration script of the above course, and have marked up the document with all necessary modifications, consolidated from all reviewers.

I understand that changes to any of the following after signoff of this document will result in additional re-recording fees.

|  |  |  |
| --- | --- | --- |
| Name (Please Print)  ....................................... | Signature  ....................................... | Date  ...../...../.... |