



It is well established in law that by signing-off artwork the client accepts final responsibility for it. It means that, under normal circumstances, re-printing becomes a client's responsibility once your artwork has been approved.

**Approved by:**

**name:** A Client

**date:** June 1 2010

**signature:** *ABC Client*

Observing best practice in the design and marketing business means obtaining sign-off from your client before artwork goes into production.

Once the client has signed off the artwork you are no longer responsible for it. It means that your Professional Indemnity insurance will not meet a claim for reprint (for example), because it would be the client's responsibility (or possibly the printer's if the reprint was the result of a straightforward printing error).

The best way to protect your interests is to ensure that your standard Terms and Conditions carry reference to sign-off and the client's responsibility.

If, however, a client tried to blame you and attempted to make a claim against you, even if you weren't at fault, then your Professional Indemnity would defend you. This would also be the case if the client simply refused to pay you, and threatened to counterclaim if you pursued the debt.

If for some reason you can't obtain a sign-off or the client makes a last minute verbal amendment, you should acknowledge the amendment in writing (by letter, email or fax). You could attach a proforma template that points out that, if the client is unable to sign-off the final artwork; you accept no responsibility for errors that may subsequently occur.

If you inadvertently failed to obtain sign-off and there turned out to be an error in the artwork, you would still be covered. However, you should always try to observe best practice.

You can get in touch with Blyth Valley really easily:

visit [www.blyth-valley.co.uk](http://www.blyth-valley.co.uk), call **0845 370 9044** or email [theteam@blyth-valley.co.uk](mailto:theteam@blyth-valley.co.uk)

We'd love to hear from you.

This information is not intended to constitute advice or a complete statement of relevant law