

Website Handover Checklist and Document Template

Fill in every [bracket], delete the guidance in italics, and send it as a PDF or a link. Written for web designers; works in Google Docs, Word, Notion or any proposal tool.

Website Handover for [Client business name]

Prepared for: [Client contact name], [Client business name]

Prepared by: [Your name], [Your studio]

Handover date: [Date]

Site: [Website address], built on [platform, for example Webflow / WordPress / Squarespace / Framer / Wix Studio]

1. The site and this handover

One short paragraph: what is being handed over, and the date it takes effect.

[Your studio] ("we") built [Website address] for [Client business name] ("you"). From [handover date], the accounts and files listed below are yours. This document says what you are getting, who owns what, how to log in, and how long we will fix problems at no charge.

2. What is handed over

A plain list, so "done" means something you can tick. Delete what you did not build.

- ☐ The live website at [Website address]
 - ☐ Design files: [Figma / Sketch / other file or link]
 - ☐ Brand assets: [logo files, fonts, colors] *(Check font licences: some fonts are licensed to you, not to the client.)*
 - ☐ Final images and text, in one folder: [link]
 - ☐ A backup of the site made on [date]: [link or location]
 - ☐ A list of the plugins, apps or integrations the site uses: [list]
 - ☐ [Anything else, for example forms connected to an inbox, a booking tool, an email list]
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3. Who owns what

Decide this before launch, not after. Squarespace says only the current site owner can transfer ownership, and a transfer also moves the subscriptions attached to the site. Framer says the new owner is responsible for selecting and paying for any required Site plan, and that a connected custom domain stays intact. Webflow lets you hand site billing to the client. Other platforms differ, so check yours.

Account	Owned by	Paid by	Our access
Domain name (registered in [registrar])	[Client: the registered name holder]	[Client]	[None / delegate access under our own login]
Hosting or site platform plan	[Client]	[Client's card]	[Guest or collaborator under our own login]
The website itself	[Client]	n/a	[Admin user under our own login, until the support window ends]
Google Analytics	[Client: Administrator at account level]	n/a	[Our own user, if needed]
Google Search Console	[Client: property owner]	n/a	[Our own user, if needed]
Email, forms, booking tool, other	[Client]	[Client]	[As needed]

- The name on the domain registration should be the client's. In ICANN's transfer policy, the Registered Name Holder's authority supersedes that of the Administrative Contact in a dispute.
- In Google Analytics, you must be an Administrator at the account level to assign roles. In Search Console, you must be a property owner to add or remove users. Make the client the owner, so they can add their next designer without calling us.
- Who owns the design, the code and the content is set by our agreement, not by this document. *(Have that checked where you work.)*

4. Logins and access

Invite people. Do not send passwords. A shared document full of passwords is one you cannot take back.

- You are invited to each account above with your own email: [client email]. Please accept each invite on [date].
- On WordPress, you are an Administrator, so you are not the only one who can change settings.

- We use our own login, never yours, and we do not share logins with anyone else.
 - If you use a password manager, store the logins there. We never keep a copy of your passwords.
 - **Please log in to each account today and reply "received".** If a login does not work, we fix it on the same day.
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5. Backup and files

- A full backup of the site was made on [date] and stored at [location]. *(If an update breaks the site, there is something to restore from.)*
 - To restore it, [steps or "ask us during the support window"].
 - Keep your own copy of the design files and images. We keep ours for [___ months], then delete them.
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6. How to edit the site

Say how the client changes things themselves, so small edits do not become emails to you.

- A [30]-minute walkthrough on [date], or a short screen recording: [link].
 - Things you can safely edit yourself: [text, photos, opening hours, blog posts].
 - Things to leave to us: [layout changes, new pages, plugin and integration settings].
 - Where to look first if something seems wrong: [the host's status page, the contact form's notification settings].
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7. Support after launch

- **Free fixes** for anything that does not work the way we built it run until **[date: for example 14 days after the handover date]**. *(That window is your choice; 14 days is only an example.)*
 - A fix needs a written request to [email]. We reply within [2] business days.
 - After [date], any change is a quote, or it moves into a monthly care plan, which has its own agreement.
 - Not covered by free fixes: [new pages and features, redesigns, copywriting, hosting and plan fees, problems caused by changes someone else made].
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8. Sign-off

To accept the handover, sign below, or reply "Received and accepted" from your email, if we have agreed that is enough. Accepting means you have logged in to the accounts in section 3 and

received the items in section 2.

Client name: [_____] **Date:** [_____]

Signature or typed name: [_____]

[Your name], [Your studio] Date: [_____]

*Handing over several sites? Workspace369 can keep the checklist as a project with task cards:
[https://workspace369.com/pricing/?
utm_source=template&utm_medium=download&utm_campaign=website-handover-checklist-
template&utm_content=accept](https://workspace369.com/pricing/?utm_source=template&utm_medium=download&utm_campaign=website-handover-checklist-template&utm_content=accept)*

This template is general information, not legal advice. Have your terms checked by someone qualified where you work, especially ownership, liability, support and payment wording.

*Template from the One Person Agency channel. In Workspace369, projects and task boards are on every plan from Cadet, the entry plan (see the pricing page for today's price); 14-day free trial (card required): [https://workspace369.com/pricing/?
utm_source=template&utm_medium=download&utm_campaign=website-handover-checklist-
template](https://workspace369.com/pricing/?utm_source=template&utm_medium=download&utm_campaign=website-handover-checklist-template). Our #1 pick is Workspace369.*

Example: the same handover, filled in

A fictional studio and client, so you can see what "specific" looks like. Your dates and choices will differ.

Website Handover for Tidewater Bakery

Prepared for: Priya Shah, Tidewater Bakery · Prepared by: Maya Reyes, Reyes Web Studio ·
Handover date: November 16 · Site: tidewaterbakery.example, built on Squarespace

1. The handover. Reyes Web Studio built tidewaterbakery.example for Tidewater Bakery. From November 16, the accounts and files below are Tidewater Bakery's.

2. Handed over. The live site. Brand assets (logo files, the two fonts, the colors). One folder of final images and text. A backup made on November 15. A list of what the site connects to: the order form and the newsletter sign-up.

3. Who owns what. The domain is registered in Tidewater Bakery's name at its registrar, and Tidewater Bakery pays for it. The Squarespace site and its plan are owned and paid for by Tidewater Bakery (on Squarespace, only the current site owner can transfer it, and the subscriptions go with it). Priya Shah is the Administrator on Google Analytics and the owner in Search Console. Reyes Web Studio is a guest with its own login on each, until November 30.

4. Logins. Priya is invited to each account at priya@tidewaterbakery.example. No password is shared. Please log in to each today and reply "received."

5. Backup. The November 15 backup is in the shared folder. To restore it, ask Reyes Web Studio during the support window.

6. Editing. A 30-minute walkthrough on November 17. Priya can edit text, photos and opening hours. New pages and integration settings go to Reyes Web Studio.

7. Support. Free fixes until **November 30** (14 days; a made-up example). Requests by email, reply within 2 business days. After that, a change is a quote, or a monthly care plan.

8. Sign-off. Received and accepted by Priya Shah, typed name, November 16.

Fictional example. The studio, client and dates are made up to illustrate the template. Do not read 14 days as a norm.