

Website handover checklist

A website handover should leave your business able to run the site. Record who owns each account, how to make ordinary changes and who handles problems.

Business / project: _____ Date: _____

Field	What to record	Your notes
Accounts and ownership	Domain, hosting, source files and business-owned accounts; record the owner, not passwords.	
Editing and publishing	Instructions for common changes, previewing and publishing.	
Inquiries and notifications	Destination inbox, delivery test and responsibility for failures.	
Backups and recovery	What is backed up, where it is held, and how recovery is tested.	
Subscriptions and renewals	Vendor, billing owner, renewal date and agreed ongoing costs.	
Support and acceptance	Support scope, unresolved issues, handover date and acceptance owner.	

Filled example

Accounts and ownership	Domain and hosting owned by business; developer access reviewed on handover
Editing and publishing	Editor shown how to update a service and preview on mobile; instructions stored in team drive
Inquiries and notifications	hello@example.com; named business owner must confirm the final test reaches the inbox
Backups and recovery	Source repository and content export delivered; recovery instructions awaiting business review
Subscriptions and renewals	Domain annual renewal; hosting plan documented; owner checks next renewal date
Support and acceptance	30-day agreed repair window; remaining image task assigned; owner acceptance pending

How to use this

1. List every service needed to operate the website, including email and forms.
2. Verify that the business can sign in using its own recovery methods.
3. Complete an editing task and an inquiry test together.
4. Document open items and recurring costs before accepting the handover.

Do not put passwords, recovery codes or API keys in this worksheet. Transfer secrets using the business's approved secure process.

Editable versions and guidance: <https://1968labs.com/resources/website-handover-checklist>

Implementation questions: hello@1968labs.com