

Website Handover Checklist

A simple checklist of everything to have ready before we take over management of your website - so the switch happens quickly and without any lost time.

Created by Yelland Digital · yellanddigital.co.uk

This checklist is for you, the site owner - not your previous developer. Work through each section and gather what you can before getting in touch. Don't worry if a few things are missing; we can usually help track most of it down.

**Some items won't apply to every business - only complete these if they're relevant to your site.*

1 Your Domain

- ☐ The name of your domain registrar - where you bought your website address (e.g. GoDaddy, 123-Reg, Namecheap).
- ☐ Your login details for that registrar account, or confirmation you can access it.
- ☐ Confirmation the domain is registered in your business's name, not a previous developer's.

Tip: Not sure who your registrar is? Check your email inbox for a renewal notice - it's usually sent once a year.

2 Your Current Website Login

- ☐ The web address used to log into your website's admin area.
- ☐ Your username and password for that admin area.
- ☐ The name of the platform your site is built on, if you know it (e.g. WordPress, Wix, Squarespace, Shopify).*

3 Your Hosting Details

- ☐ The name of your hosting provider, if your site isn't on an all-in-one platform like Wix or Squarespace.*
- ☐ Login details for your hosting account.*
- ☐ Confirmation of who currently pays the hosting or platform subscription.

Tip: If your site was built on Wix, Squarespace, or Shopify, hosting is usually included - you may be able to skip this section entirely.

4

Your Previous Developer's Details

- ☐ The name and contact details of whoever built or currently manages your site, if you have them.*
- ☐ Confirmation that your working relationship with them has ended, so we can contact them if needed.*

5

Your Branding & Content

- ☐ Your logo files, ideally the original design files rather than a screenshot.*
- ☐ Your brand colours and fonts, if you have a style guide.*
- ☐ Any product or service photos you'd like kept or reused.*
- ☐ Any existing page text you'd like carried over, or a note of what needs rewriting.

6

Your Connected Accounts

- ☐ Login access to your Google Analytics and Google Search Console, if set up.*
- ☐ Login access to your Google Business Profile, if you have one.*
- ☐ Details of any payment processor connected to your site, such as Stripe or PayPal.*
- ☐ Login details for any email marketing, booking, or membership tools linked to your site.*

Tip: Don't worry if you don't have access to everything yet - we can usually help you recover access to your own accounts.

7

Your Business Details

- ☐ Your business name exactly as you'd like it to appear on the site.
- ☐ Your company registration number and VAT number, if applicable.*
- ☐ Your preferred contact details - email, phone number, and address if you'd like it shown.
- ☐ Links to your social media accounts, if you'd like them included.

8

Anything Else to Flag

- ☐ Any custom email addresses (like you@yourbusiness.com) that need to keep working.
- ☐ Any legal pages you already have, such as a Privacy Policy or Terms of Service.
- ☐ Any deadlines or events your new site needs to be ready for.
- ☐ Anything about your current site you specifically want kept, changed, or removed.

Good to know: Once we have this, we'll get in touch to talk through viability and the best way to approach your migration - timelines vary, especially if another developer needs to be involved.

Ready to make the switch?

Get in touch and we'll guide you through gathering everything above - you don't need to have it all ready before your first message. Contact us at yellanddigital.co.uk to get started.