

Website Project Handoff Agreement Template

WEBSITE PROJECT HANDOFF & RESPONSIBILITY TRANSFER AGREEMENT

This Handoff Agreement ("Agreement") is entered into between **[CLIENT COMPANY NAME]** ("Client") and **[YOUR COMPANY NAME]** ("Developer") on **[DATE]** regarding the website project at **[WEBSITE URL]** ("Website").

1. Project Background

- Developer completed website development services for Client under the original project agreement dated **[PROJECT START DATE]**
 - Client has requested to assume full responsibility for ongoing website maintenance, updates, and security
 - Developer has recommended ongoing maintenance services which Client has declined
 - This Agreement establishes the formal transfer of all website maintenance responsibilities from Developer to Client
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2. Responsibility Transfer

Effective Date: **[HANDOFF DATE]** at **[TIME]**

Upon execution of this Agreement:

- Developer's obligation to provide ongoing maintenance, security monitoring, or technical support ceases entirely
 - Client assumes complete responsibility for all aspects of website operation, security, and maintenance
 - Any future work requested by Client will be subject to new project agreements and current pricing
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3. Client Acknowledgment of Discontinued Services

Client understands and acknowledges that Developer will no longer provide the following services, and Client accepts full responsibility for these areas:

3.1 Hosting & Infrastructure

1. **Website Hosting Management** (assuming you provided managed hosting) - Client understands they must arrange their own hosting solution and maintain server configurations

2. **SSL Certificate Management** (assuming you managed SSL renewals) - Client understands they must monitor and renew SSL certificates to maintain secure connections
3. **Domain Name Management** (assuming you handled domain renewals) - Client understands they must manage domain registrations and DNS configurations
4. **CDN Services** (assuming you configured content delivery networks) - Client understands they must maintain any content delivery network configurations

3.2 Security & Monitoring

5. **Security Vulnerability Scanning** (assuming you monitored for security threats) - Client understands they must implement their own security monitoring systems
6. **Malware Detection & Removal** (assuming you provided security services) - Client understands they must handle any malware infections or security breaches
7. **Firewall Management** (assuming you configured security firewalls) - Client understands they must maintain firewall configurations and security rules
8. **Uptime Monitoring** (assuming you monitored website availability) - Client understands they must monitor website availability and address any downtime

3.3 WordPress Maintenance

9. **WordPress Core Updates** (assuming you managed WordPress updates) - Client understands they must perform WordPress core updates and test for compatibility
10. **Plugin Updates & Management** (assuming you managed plugin updates) - Client understands they must update, monitor, and manage all WordPress plugins
11. **Theme Updates & Customizations** (assuming you managed theme updates) - Client understands they must handle theme updates while preserving customizations
12. **Database Optimization** (assuming you performed database maintenance) - Client understands they must optimize and maintain the WordPress database

3.4 Backup & Recovery

13. **Automated Backup Systems** (assuming you managed backup solutions) - Client understands they must implement and maintain regular backup procedures
14. **Backup Testing & Verification** (assuming you tested backup integrity) - Client understands they must regularly test backup systems to ensure recovery capability
15. **Disaster Recovery Planning** (assuming you provided recovery services) - Client understands they must develop procedures for website recovery in case of data loss
16. **Off-site Backup Storage** (assuming you managed external backups) - Client understands they must maintain secure off-site backup storage

3.5 Performance & Optimization

17. **Website Speed Optimization** (assuming you monitored performance) - Client understands they must monitor and optimize website loading speeds
18. **Image Optimization** (assuming you optimized media files) - Client understands they must compress and optimize images for web delivery
19. **Cache Management** (assuming you managed caching systems) - Client understands they must configure and maintain website caching solutions
20. **Code Optimization** (assuming you optimized custom code) - Client understands they must maintain and optimize any custom code implementations

3.6 SEO & Analytics

21. **Search Engine Optimization Monitoring** (assuming you provided SEO services) - Client understands they must monitor and maintain search engine optimization
22. **Google Analytics Management** (assuming you managed analytics) - Client understands they must configure and monitor website analytics independently
23. **Search Console Monitoring** (assuming you monitored search performance) - Client understands they must monitor search engine indexing and performance
24. **SEO Plugin Management** (assuming you managed SEO plugins) - Client understands they must configure and maintain SEO plugin settings

3.7 Content & Functionality

25. **Content Management** (assuming you assisted with content updates) - Client understands they must manage all website content updates independently
26. **Form Management & Testing** (assuming you managed contact forms) - Client understands they must test and maintain all website forms and submissions
27. **E-commerce Functionality** (assuming website includes e-commerce features) - Client understands they must manage product catalogs, payment processing, and order management
28. **Third-party Integrations** (assuming you configured external service integrations) - Client understands they must maintain connections with external services and APIs

3.8 Technical Support

29. **Emergency Technical Support** (assuming you provided emergency assistance) - Client understands Developer will not be available for urgent technical issues
30. **Software Troubleshooting** (assuming you provided technical troubleshooting) - Client understands they must diagnose and resolve technical problems independently
31. **Compatibility Testing** (assuming you tested updates before implementation) - Client understands they must test all changes in a staging environment before going live

32. **Premium Plugin Licenses** (assuming you provided access to premium tools) - Client understands they must purchase their own licenses for any premium plugins or themes

4. Legal Disclaimers

4.1 Security Liability

Client acknowledges that WordPress websites are frequent targets for cyber attacks. Developer is not responsible for any security breaches, data loss, malware infections, or unauthorized access occurring after the handoff date.

4.2 Update-Related Issues

Client acknowledges that WordPress, plugin, and theme updates can cause website functionality issues. Developer is not responsible for any problems arising from updates performed by Client or third parties.

4.3 Data Loss

Client acknowledges the importance of regular backups. Developer is not responsible for any data loss occurring after the handoff date, regardless of cause.

4.4 Downtime & Business Impact

Client acknowledges that website downtime can occur due to various factors. Developer is not responsible for any lost revenue, business interruption, or damages resulting from website unavailability after the handoff date.

5. Post-Handoff Support Terms

- Any technical support requested after handoff will be billed at Developer's current emergency rates (\$XXX/hour minimum 2-hour charge)
 - Developer cannot guarantee availability for emergency support requests
 - All post-handoff work requires a new signed agreement and payment in advance
 - Developer reserves the right to decline any support requests
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6. Final Technical Handoff

Developer will provide Client with:

- ☐ WordPress admin credentials
- ☐ Hosting account access (if applicable)

- ☐ Domain registrar access (if applicable)
- ☐ Documentation of current plugins and themes
- ☐ List of third-party service accounts
- ☐ Final website backup files
- ☐ Basic maintenance recommendations

Note: Client must ensure all access credentials are transferred to their preferred management team within **30 days** of signing this agreement.

7. Agreement Acknowledgment

By signing below, both parties acknowledge:

- Client has been advised of the risks associated with self-managed website maintenance
 - Client has declined Developer's recommended maintenance services
 - Client assumes full responsibility for all aspects of website operation after the handoff date
 - Developer is released from any liability related to website performance, security, or functionality after handoff
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CLIENT SIGNATURE:

[CLIENT NAME]

[TITLE]

[COMPANY]

Date: _____

DEVELOPER SIGNATURE:

[YOUR NAME]

[TITLE]

[COMPANY]

Date: _____

This agreement serves as legal documentation that Client has assumed full responsibility for website maintenance and absolves Developer of any liability for issues occurring after the specified handoff date.