

CLIENT
[CLIENT NAME]

PROJECT
[PROJECT NAME]

HANDOVER DATE
[DATE]

PREPARED BY
[YOUR NAME / BUSINESS]

CONTACT
[EMAIL] / [PHONE]

FINAL DELIVERABLES
[SUMMARY]

1. DOMAINS

DOMAIN	REGISTRAR	EXPIRY DATE	AUTO-RENEW	AUTH CODE / ACCESS
[domain1.com]	[Registrar]	[Date]	Yes/No	[Provided / Transfer pending]
[domain2.in]	[Registrar]	[Date]	Yes/No	[Provided / Transfer pending]

2. HOSTING & INFRASTRUCTURE

PROVIDER	PLAN	SERVER IP	PANEL URL	SSH / PANEL ACCESS	BACKUP
[Provider]	[Plan]	[IP]	[Panel URL]	[Transferred]	[Last backup date]

3. CODE REPOSITORIES

REPOSITORY	PLATFORM	URL	DEPLOY KEYS	CI/CD	ENVIRONMENTS
[repo-name]	[GitHub/GitLab]	[URL]	[Owner/Transferred]	[Pipeline]	[prod/staging/dev]

4. CREDENTIALS & VAULT EXPORT

CATEGORY	ITEM	ACCESS	STATUS
[Database / API / Email]	[Item name]	[Shared via RunoSO/transferred]	[Rotated / Active]
[Staging]	[Item name]	[Shared via RunoSO/transferred]	[Rotated / Active]

5. SSL CERTIFICATES

DOMAIN	ISSUER	EXPIRY	AUTO-RENEW
[domain.com]	[Let's Encrypt/LetsEncrypt]	[Date]	Yes/No

6. ANALYTICS & TOOLS

TOOL	ACCOUNT/OWNER	ACCESS STATUS	NOTES
[Google Analytics]	[email@client.com]	[Transferred]	[Property ID]
[Search Console]	[email@client.com]	[Transferred]	[Verification method]
[Tag Manager]	[email@client.com]	[Transferred]	—
[Email/Monitoring]	[email@client.com]	[Transferred]	—

7. EMAIL & DNS

ITEM	DETAILS	STATUS
MX Records	[MX targets]	[Verified]
SPF	[SPF record]	[Verified]
DKIM	[selector/value]	[Verified]
DMARC	[DMARC policy]	[Verified]

8. BILLING & RECURRING PAYMENTS

ITEM	PROVIDER	RENEWAL DATE	AMOUNT (₹)	STATUS
[Hosting/domain/SaaS]	[Provider]	[Date]	[Amount]	[Transferred/Cancelled]

Final Invoice: Invoice # [NUMBER] dated [DATE] for ₹ [AMOUNT] — status: [Paid/Outstanding]. All payments due in full before final asset transfer.

Security tip: All shared credentials listed above have been rotated or will be rotated *after* client confirmation of access. Recipients have 30-day access via RunoSO vault links, revocable anytime.

9. SIGN-OFF

By signing below, the Client acknowledges receipt of all assets, understands ownership has been transferred, and releases the Contractor from post-handover responsibility except for items expressly

agreed (e.g., 30-day free support).

CONTRACTOR

Name: _____
Date: _____
Signature: _____

CLIENT

Name: _____
Date: _____
Signature: _____