

Garfish Digital

Potential Project Handoff Guide for Your Future Project

This is a sample document for demonstration purposes only. A live handoff guide will be fully customized with all of your project's specific details, logins, and resources to ensure a smooth transition.

Congratulations! Your new website is complete.

This guide is an example of the kind of comprehensive documentation you will receive upon project completion. We believe a project isn't truly finished until you are fully empowered to manage your new digital asset with confidence.

1. Website Ownership & Access

- **Full Ownership:** Upon final payment, you will have full ownership of your custom website design, code, and content.
 - **Key Credentials:** We provide all necessary logins and credentials to you securely.
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2. Website Maintenance & Responsibility

- **Initial Backup:** An initial full backup of your website is performed and provided to you at launch.
 - **Third-Party Services:** You will be responsible for the ongoing fees and management of your domain, hosting, and any third-party services (e.g., premium plugins).
 - **Liability Disclaimer:** Garfish Digital warrants that the website was developed to the agreed-upon specifications. Post-launch, you assume responsibility for website security, content updates, and management.
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3. Support & Continued Partnership

- **Basic Support:** We offer basic support for minor questions related to the core functionality of your new site.
- **Maintenance Plans:** For continued peace of mind, we offer optional ongoing **"Sentinel's Watch" maintenance plans** to handle security updates, backups, and regular performance checks.
- **Training & Resources:** We provide you with a training session on how to manage your website content and access our helpful guides and tutorials for common tasks.

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