ORGANIZATION

The new site is online and free for anyone to access. Unfortunately, work doesn’t stop here. Especially if the website was created for a client, there is still a lot to do.

* COMPILE DOCUMENTATION
  + For a successful handover to the client, put together all necessary documentation, in particular:
    - Login names and passwords
    - Hosting information
    - Database information
    - FTP credentials
    - Login information for other accounts (email marketing provider, social media, etc.)
    - Expiration dates of paid plugins
    - How-to guides for using the site
    - Debrief on next steps
* TRANSFER SITE PAYMENTS
  + In case any payments related to the site (hosting, plugins, etc.) are still in your name, be sure to pass them on to the client.
* SCHEDULE FOLLOW-UP
  + To address any issues or new work requests that come up in the future, set up a follow-up call or meeting with the client.
* WRITE INVOICE
  + Probably the best part of the entire process. The moment you collect payment for the time and energy you have invested. Savor it, you’ve earned it.
* UPDATE YOUR PORTFOLIO
  + Before you go and squander all your hard-earned cash on whatever you are partial to, take one more minute to add the new site to your portfolio section. That way potential customers will know about the great work you have already done.