

Before the old site ends.

Save a copy to fill in a PDF reader, or print it. Use short notes and evidence references.
Keep passwords, transfer codes and client data out. Entries are not sent to Allux.

Website / firm

Handover coordinator / checked on

01 Confirm the dates and access

Use the agreement that applies to your firm. Mark missing answers as unconfirmed.

Notice method + deadline / agreement reference

Service end + account-access end / confirmed by

Export or transfer deadlines + fees / confirmed by

02 Name the people who control the accounts

Domain registrar / firm account owner

DNS + email providers / responsible person

Domain renewal / recovery access confirmed?

Search Console + analytics / access owner

Firm reviewer / required record set

Restricted evidence folder / access owner

What actually moves.

For each item: note the promised delivery, receiving owner, evidence and open gap.
A file export, a site snapshot and a working replacement are different deliverables.

Content + media

Copy, original assets, permitted reuse and excluded licenses.

Site build + platform features

What can be delivered or rebuilt? Record exclusions and dependencies.

Inquiries + integrations

Forms, notifications, scheduling and CRM routing. Record systems, not lead data.

URLs + search configuration

URL inventory, metadata, canonicals, index rules, sitemap and existing redirects.

Records + approvals

Firm-approved record set, delivery format and evidence that it opens.

03 Map important URLs

Start here; keep the complete map separately. Record unchanged URLs too.

CURRENT URL	DESTINATION URL	ACTION / EVIDENCE

Decide from evidence.

Record a result, evidence reference and responsible person for each check.

Use: Not checked / Pass / Needs work / Not applicable (explain why).

Pages + downloads

Expected pages open; content, links and mobile layouts are usable.

Inquiry route

An authorized isolated test is accepted and reaches the intended destination.

Search readiness

Expected URLs, responses, canonicals and index rules; redirects if URLs change.

Website + email routing

The assigned owner verifies both website routing and email delivery.

Consent + records

Expected consent behavior works; the firm-approved record set is retrievable.

Change owner / rollback record + trigger

Post-move checks / owner + next review date

Readiness decision / unresolved blocker / decision owner + date

Blank or untested is not a pass. This record does not authorize cancellation, DNS changes or production form tests. Agree any live test and its recipients separately. Contract dates still apply.

Reference guidance (checked September 26, 2026)

ICANN: domain registrants

Google: hosting changes

Google: URL changes

Planning aid, not a complete migration procedure or legal/compliance advice. Ask the appropriate firm reviewers to confirm obligations. No provider-specific transfer right or ranking result is promised.