WordPress Agency Launch and Handoff Checklist

Choose a repeatable hosting setup, then document the differences that matter for each client's site.

What to check

Site requirements

Record WordPress, PHP, database, theme and plugin requirements. Check licences and any background or scheduled jobs.

Updates and testing

Agree who applies updates and tests the site afterwards. Use staging for changes that could affect checkout, forms or logins.

Ownership and renewals

Record the domain, hosting and plugin owners. Make sure renewal notices and account recovery reach the right person.

Migration and backups

Test the destination before a move. Keep a current database and file backup, and document the final copy and rollback steps.

Services to compare

Check the linked product pages for current prices, included resources, availability and terms.

WordPress

Hosting for WordPress sites, with PHP and database support. Check your themes, plugins and maintenance needs.

cPanel

A paid control-panel option for shared hosting. Check current setup and email availability before ordering.

VPS

Self-managed virtual servers with administrator access. Check current resources, licence costs and backup requirements.

Migrations

Help planning the site, database and email transfer. Agree on the scope and cutover details before the move.

Plan the next steps

1. Standardize the default WordPress hosting path
2. Move sites to a VPS when they need server-level control
3. Document domain, DNS, and backup ownership
4. Use a repeatable migration checklist

Your project notes

Keep this page with your project. Do not write passwords, private keys or other secrets here.

Project / website	
Software and data	
Service / full ongoing cost	
Account owner / administrator	
Backup location / restore test	
Move or launch date / rollback plan	

Ready for the next step?
Standardize our WordPress stack
View WordPress hosting
View this guide on dotmoose.com