

Personal Information:

Name: _____ Website: _____

Phone: _____

History:

List of all the domains you own, what company they are registered with, when they expire and the logins to your domain company:

Domain: _____ Owner: _____

Registrar: _____ Account #: _____

Password: _____ Expires: _____

Domain: _____ Owner: _____

Registrar: _____ Account #: _____

Password: _____ Expires: _____

Domain: _____ Owner: _____

Registrar: _____ Account #: _____

Password: _____ Expires: _____

List all your logins and access to your hosting records. Include website login URL, username, password, etc. Ensure you have access to your customer administrative panel (typically where you submit help tickets, manage passwords, payments, permissions, databases, DNS, services, etc.) AND your FTP administrative panel (typically where you manage the file of your actual website).

Be sure you have access to BOTH!

Hosting Provider: _____	Account #: _____
Login: _____	Password: _____
Expires: _____	

FTP Host: _____	Host Directory: _____
Username: _____	Password: _____



Hosting Provider: _____	Account #: _____
Login: _____	Password: _____
Expires: _____	

FTP Host: _____	Host Directory: _____
Username: _____	Password: _____

Hosting Provider: _____ Account #: _____
Login: _____ Password: _____
Expires: _____

FTP Host: _____ Host Directory: _____
Username: _____ Password: _____

List logins and access to your web tools (such as Google Analytics and Web- master Tools, Feedburner, etc.) If your webmaster owns this, get access but try to own direct login access to all of this on your own.

Provider: _____
Login: _____ Password: _____

Provider: _____
Login: _____ Password: _____

List logins and access ALL of your social media accounts such as Facebook, Twitter, Wordpress, Blogger, LinkedIn, YouTube, Google+, etc.

Accounts: _____
Login: _____ Password: _____

Accounts: _____
Login: _____ Password: _____

Accounts: _____
Login: _____ Password: _____

Accounts: _____
Login: _____ Password: _____

List email system logins and email marketing accounts (For example, Google Mail, Constant Contact, MailChimp and Outlook).

Accounts: _____
Login: _____ Password: _____

Accounts: _____
Login: _____ Password: _____

Accounts: _____
Login: _____ Password: _____

Accounts: _____
Login: _____ Password: _____

Marketing Medications:

Do you have access or records of your logo files, templates, designs – both current and past versions? (Request for the files to be in both graphic (eg. JPG, PNG, GIF) AND editable (eg. Photoshop PSD or Illustrator AI or EPS) formats.

Emergency Contacts:

List contact phone numbers and or emails to all your service providers (domain, hosting, marketing support, etc.)

Accounts: _____
Login: _____ Password: _____

Accounts: _____
Login: _____ Password: _____

Accounts: _____
Login: _____ Password: _____