acorndigital MARKETING

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Website Recovery Checklist

When your web developer stops responding

Fill in what you know. Keep this form private if you enter passwords.

Business / organization	Website address	Date

01 Record the immediate problem

What needs attention first? Write down what is broken, what is waiting, or any deadline.

- [ ] Find bills or emails that show who you pay for the website, domain, and email.
- [ ] Ask the previous developer for a copy of the website and a list of any paid services.

02 Find your website account details

Enter the company and login details you know. If you share access separately, leave the password blank.

Account	Company / service	Username	Password
Domain registrar Who bills for your web address			
Web hosting company Where your website lives			
Website login Where you edit pages			
Business email Who runs your mailboxes			

03 Give your new developer what they need

- [ ] Give them your website address, account details, and any copy of the site you have.
- [ ] Tell them where your business email is handled and what must keep working.
- [ ] Ask them to confirm they can sign in and explain what they'll do first.

Missing logins, old developer's contact details, or questions

Who will follow up?	Follow-up date