

Live Site Handover

Live Site Handover – Client Email Template

Subject: 🚀 Your Website is Live! Final Checks & Feedback – [Project Name]

Hi [Client Name],

I'm thrilled to let you know that your new [Project Name] website is now live!

This is the final step in our journey from design to development to launch. Before we close out the project, we'd like to make sure everything looks and works exactly as you expect in the live environment.

✅ What We've Already Done

We've:

- Connected Google Analytics (using your account: [Account ID] or our LightSpeed property).
- Set up Google Search Console and submitted your sitemap.
- Checked core SEO and performance settings.
- Verified mobile responsiveness and cross-browser consistency.
- Secured your site with SSL and tested key functions.

🔍 What We'd Love You to Check

To help ensure everything's perfect, please:

- Browse your live site on both desktop and mobile.
- Test important interactions:
 - Contact forms

- Search functionality
- Menus, sliders, popups
- Checkout process (if e-commerce)
- Check content and imagery for accuracy.
- Let us know if you spot any:
 - Layout issues
 - Typos
 - Broken links
 - Unexpected behaviour



How to Share Feedback

For a short period, we've enabled **BugHerd** on the live site so you can easily leave feedback:

- Click the small **BH** icon on the side of the page to open BugHerd.
- Click anywhere on the page where you'd like to leave a comment.
- Type your feedback and submit.
- You can also record a video or attach files for clarity.

👉 [Click here to accept your BugHerd invite](#)

👉 [Install the BugHerd Chrome Extension](#) (recommended for the best experience).

Important: BugHerd will be **disabled on the live site soon** to keep performance optimal. Please aim to complete your review by **[Date]**.

Final Sign-Off

Once we've:

- ✓ Addressed your live-site feedback
- ✓ Completed any remaining tweaks

... we'll request your formal sign-off, and the project will officially close. After sign-off:

- BugHerd will be turned off on the live site.
- Your website will be fully handed over for public use and promotion.

Thanks for your collaboration throughout this project, [Client Name]. We're proud of what we've created together and excited for your website to shine online.

Let me know if you'd like to schedule a walkthrough of the live site together.

Best regards,

[Your Name]

LightSpeed Team

Would you like this shorter, more casual, or tailored for specific clients like e-commerce stores or news publishers?