

Handover record and transfer of responsibility

It records what has been delivered, in what state, where payment stands and who runs the project from now on. It is accepted by replying to the handover email: no need to print or sign it.

1 · Identification

Project	A three-language catalogue website
Reference	Sample proposal, 29 September 2026
Scheme	A, fixed price · SANFELIU General Terms v1.4
Client	SANFELIU (a project of ours, for the sample)
Handover date	The date of the email SANFELIU sends this record with
Production address	sanfeliusoftware.com

2 · Payment and rights

€X base, invoiced when it goes live. The invoice carries the date of the handover email, is due in fifteen days and is attached. Until it falls due, the client may publish and use the project under the provisional licence of clause 2.3; the transfer of rights in clause 2.1 is completed on payment.

3 · What is delivered

Source code with its history	Repository in the client's name, tag v1.0-handover	✓
Instructions	Build, deployment and operation, in the repository README	✓
Deployment configuration	Environment variables and required services, without the secret values	✓
Legal pages	Legal notice, privacy policy and general terms, in three languages	✓
Client materials	Returned as received	✓

4 · Access

Code repository	GitHub, in the client's name
Hosting	AWS Amplify, on SANFELIU's infrastructure (section 5)
Domain and DNS	joansanfeliu.com, held by the client
Form	Connected to the client's CRM

5 · Who runs it from now on

SANFELIU. The project stays on its infrastructure under the Base plan (€X a month), and Annex I (data processor) applies. The client can move it to their own account whenever they like.

6 · State verified at handover

Google Lighthouse scores for the published home page, taken on 29 September 2026:

METRIC	MOBILE	DESKTOP
Performance	95	100
Accessibility	94	94
SEO	92	92
Best practices	100	100

SEO is below 100 because robots.txt carries a new directive (Content-Signal) that Lighthouse does not recognise yet. Also checked: the certificate and the redirect to HTTPS, that the repository holds no credentials or secrets, that the site sets no cookies, and a test message from the form to the CRM.

7 · Open items and the month of changes

- Open on the client's side: result figures for the named case studies, once the clients approve them.
- Within the month of changes: two accessibility warnings (the contrast of one label and the role of one list).
- Month of changes included from the handover date: copy, photos, contact details, links and small design changes to existing pages.
- Bug-fix warranty: thirty days from handover (clause 6.5).

8 · Acceptance

The client accepts it by replying to the handover email with "Accepted", their name and position. It has the same effect as a signature. If there is no reply, the project is deemed accepted under clause 6.3 of the General Terms.

A sample made with a project of ours, the website you are reading, written as if we were the client. Where an amount would go, it says X: the price of each project goes in its own proposal.