

Clear Handover

A practical delivery system for independent designers, writers and website creators.



A diagram consisting of three square boxes arranged horizontally. Each box contains a number: '1', '2', and '3' from left to right. The boxes are outlined in a dark teal color.

Setting / detail / what changed.

Make the next step clear

- Twelve reusable forms for files, review, ownership and project closure.
- An offline editor that exports your entries as JSON or plain text.
- Printable pages and a fictional filled example.
- Templates you may adapt for your own client projects.

Important

- This is an organization kit, not a contract or legal advice.
- Check it against your actual agreement. Do not invent approval or testing evidence.
- Never store passwords, access tokens, payment details or recovery codes in these forms.

Use the kit

- 1. Open Handover_Editor.html in a desktop browser. No login is needed.
- 2. Use Start blank for a real project; the example is fictional.
- 3. Fill the snapshot, delivery list and acceptance checks first.
- 4. Add access, licences, issues, care and closing records as needed.
- 5. Save a JSON backup, export text or print your completed handover. Review before sharing.

How saving works

- Typing does not automatically save. Export a JSON backup before closing the browser.
- Import that JSON to continue. Keep backups private; exported files contain what you type.
- Export text produces an editable plain-text Markdown file. Print uses your browser's print dialog.
- Give recipients only the information they need, not the entire internal project record.

Print edition

- Use the following blank forms by hand if you prefer. Each page says what belongs there.
- Tick a check only after doing it. Record who will resolve incomplete items.
- Print at actual size. Choose A4 or US Letter to match your paper.

Project snapshot

Give the recipient a clear starting point.

Project and recipient

What was delivered and why

Included / outside this delivery

Status and version

Next action, owner and date
