

Handing over a Squarespace site.

Squarespace hands a site over by changing the site owner. The billing, the domain and the data do not follow on their own. Tick each one off before the final invoice is paid.

Every fact here is from Squarespace's own help pages, checked September 2026. There is a version of this for WordPress, Wix and Shopify at adamroe.co.uk/blog.

OWNERSHIP AND CONTRIBUTORS

- ☐ **The client has their own Squarespace account, on an address the business controls**
Every contributor needs an account of their own, and a personal address belongs to a person rather than the business.
- ☐ **The client is invited as a contributor, and has accepted**
Ownership can only be transferred to somebody who is already an accepted contributor.
- ☐ **The plan allows the contributors you need**
Basic and Personal plans, and the discontinued Cover Page plans, cap at two contributors, and the owner counts towards it.
- ☐ **Ownership transferred in Permissions and Ownership, Owner, Transfer Ownership**
Only the current owner can start it. It carries the site subscription, connected Squarespace domains, Google Workspace and attached Acuity.
- ☐ **Parked or unattached domains transferred separately**
They do not move with the site. The client has to be invited as a domain manager and then given ownership.
- ☐ **The client holds Owner, not Administrator**
Administrators can do everything except transfer ownership, so an administrator-only client cannot move to a new developer without you.

BILLING

- ☐ **The new owner has added their own card in Payment information**
Billing does not change with ownership, and Squarespace holds one card per site. Until this is done the old owner is still paying.
- ☐ **The card updated on each domain, on the domain's own Billing tab**
Domains bill independently of the site subscription.
- ☐ **Every attached subscription listed and checked**
Site plan, domains, Google Workspace, Email Campaigns, Acuity, extensions. Each is billed and cancelled separately, and extensions are billed by the third party, so hand those logins over as well.

DOMAIN AND EMAIL

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- ☐ **Domain registration data updated so the registrant is the business**
Both email addresses have to approve, and a contact update lock follows, so do it early rather than on the last day.
 - ☐ **On a .co.uk, the Nominet registrant transfer done**
Separate from moving registrars. £10 plus VAT however many names, and the new registrant has five days to accept (Nominet, checked September 2026).
 - ☐ **Auto-renew on, and the renewal date written down**
Only the domain owner can enable auto-renew.
 - ☐ **If the domain moves out, the transfer code requested and the domain unlocked**
The code goes to the registrant within 24 hours, manager access is not enough, and a transfer can take up to 15 days.
 - ☐ **The client is an Administrator in Google Workspace, with nothing past due**
A past due Workspace subscription will not transfer with the domain.
 - ☐ **Nobody signs in to Squarespace with an address on that domain**
Change the Squarespace login email first, or ending the email billing can lock them out of Squarespace too.

DATA, AND WHAT CANNOT BE EXPORTED

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- ☐ **Products, contacts and orders exported to CSV before anything changes**
These are the exports that actually work. Nothing exports at all from a trial site.
 - ☐ **Custom code saved into a file the client keeps**
Code injection, custom CSS and code blocks cannot be recovered once deleted. Squarespace's own advice is to keep a copy elsewhere.
 - ☐ **Every form's storage checked and pointed at the client**
Storage is set per form, and defaults to the account email of whoever added it. It does not update by itself.
 - ☐ **The client told in writing that there is no backup or restore**
Deleted pages sit in Deleted Pages for 30 days and then go. There is no revision history.
 - ☐ **The client told what the site export does not carry**
No store pages, no extra blog pages, no form submissions, no member data, no orders, no bulk images, and no import into another Squarespace site.

COMMERCE

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- ☐ **The Squarespace Payments manager role handed to the client**
There is one manager, usually the contributor who created the account. Two-factor has to be on and setup complete.
 - ☐ **Stripe, PayPal or Square reconnected to the client's own accounts**
Only owners and administrators can connect a processor, and disconnecting Stripe cancels active subscription products.
 - ☐ **Payout bank account and schedule checked in the processor's dashboard**
Not in Squarespace. Agree in writing who handles refunds on old orders before any account is swapped.
 - ☐ **Tax and shipping settings reviewed with the owner**
A store manager cannot change currency, tax or shipping later.

SEARCH AND ANALYTICS

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- ☐ **Search Console disconnected and reconnected to the client's Google account**
Analytics, Search keywords, Disconnect, then Connect. Allow 72 hours.
 - ☐ **The developer's Search Console verification token deleted, not just their user row**
A removed owner can re-verify while their token is still in place, whether it is a file, a meta tag, a DNS record or a linked account.
 - ☐ **The client has Administrator on the GA4 account or property**
Only an Administrator can add or change users. Replace the measurement ID in Squarespace if a new property is being used.
 - ☐ **The URL mappings copied out as text and handed over**
Redirects live in one field in Developer tools and are not in any export.
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ACCESS CLEAN-UP

- ☐ **Connected accounts reset or reassigned**
Social accounts, Google Drive, Mailchimp, Zapier and extensions, so none of them sit on the developer's login.
 - ☐ **The developer removed as a contributor, or reduced to the agreed role**
Contributors can remove themselves, which also takes the site off their dashboard. Check who receives which notifications: a billing contributor gets billing emails that cannot be turned off.
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Take it, change it, use it in your own projects. No need to credit me. adamroe.co.uk/blog/squarespace-website-handover