TOROSMEDIAWORKS
STORIES IN MOTION

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# Website Handover Acknowledgment

Appendix A to the TorosMediaWorks Terms of Service, section 12 “Website handover”. Access details for the hosting account are handed over only after this form is signed by the client’s authorized representative.

## 1. CLIENT AND WEBSITE

Client (person or company) _____

Authorized representative — full name and title _____

Email _____

Phone _____

Website address (URL) _____

Hosting provider _____

Hosting account login (username or email) — the password is never written on this form _____

## 2. HANDOVER DETAILS

Reason for handover

☐ Contract completed ☐ Monthly website support not renewed

☐ Monthly website support cancelled ☐ Other: _____

Date and time of handover _____

Password delivered by (in person, secure message…) _____

## 3. CONFIRMATION BY THE CLIENT

☐ I have received the login and password for the hosting account listed above and have successfully signed in to it.

☐ I have checked the website at the address above and confirm that it was working properly at the time of handover: its pages open and its forms work.

☐ I understand that from the moment of handover the client is responsible for the website, its hosting and the security of its access details, as described in section 12 of the TorosMediaWorks Terms of Service.

☐ I understand that the credit at the bottom of the website’s pages stating that the website was developed by TorosMediaWorks must remain on the website, and that I may not remove, hide or alter it — after the handover or after any changes to the website (section 1 of the Terms of Service).

Notes or issues found during the check (if none, write “None”) _____

## 4. SIGNATURES

**Client — authorized representative**

Full name and title _____

Signature _____

Date _____

**TorosMediaWorks LLC**

Full name and title _____

Signature _____

Date _____