

Offboarding Checklist

Website Services

Thinking about canceling your website services? Here's a checklist to guide you through the process. Each item may impact your visibility, lead generation, and online reputation, so we encourage you to review carefully before proceeding.

- Review Current Website Content:** Take the time to review your current website to understand the scope of your content and identify high-traffic web pages. Understanding your current website design and setup will be critical when trying to identify a new vendor to handle your online marketing efforts and full website redesign.
- Build a New Website:** RevenueWell website content is considered intellectual property. When you cancel website services, you cannot take any content, animations, videos, or forms with you. Your new practice website must be completely rebuilt without using any elements of your current site. Legal action will be taken if we detect any infringements to this agreement. ***Custom websites have different policies. If you have a custom website, please talk with your Customer Success Manager to review the details.**
- Download Any Desired Data:** Your website data will be deleted on the cancellation date. If you want records of your historic website analytics and performance data, you must save that information in a secure location when you end your contract. We will not be able to retrieve this information once it has been deleted.
- Determine Action for Email and SecureMail Services:** These services are not automatically canceled when you cancel your website services with RevenueWell. If you would like to cancel your email account, please log in to your mysecurepractice.com account to manage your services.
- Prepare for a Domain Transfer:** If we currently manage your website domain, all outstanding and contract balances (if applicable) must be settled in full before the website transfer. For more information on RevenueWell domain management services, please refer to this [Help Center article](#).



If you wish to proceed with canceling your website services, please provide the following information for a domain transfer:

Domain name(s): _____

New Hosting Company: _____

Domain Registrar: _____

If GoDaddy, provide the account number and email address associated with the account:

Email of Domain Transfer Point of Contact:

If you have questions or concerns about offboarding, please contact your Customer Success Manager.