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SECURITY CLASS: VERIFICATION STANDARD
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# 12-Point Website Custody Verification Checklist

A technical audit framework to verify that your company holds full legal and operational control of all website assets, code, credentials, and databases before signing any agency contract or paying a deposit.

| AUDIT TARGET | REVIEW STAGE | TECHNICAL LAW | DISPUTE SAFEGUARD |
|---|---|---|---|
| Agency / Freelancer Scope | Pre-Contract & Deposit | Direct Account Ownership | Immediate Revocation Rights |

- [ ] **01** DOMAIN REGISTRAR · Direct Registrar Ownership
  Purchase and hold your domain directly in your company's own registrar account (Cloudflare, Namecheap, Google). Never permit an agency or contractor to register your core business domain under their account or reseller profile.

- [ ] **02** DNS ARCHITECTURE · Root DNS Zone Control
  Retain primary admin access to your Cloudflare or DNS account. Outside agencies and developers receive delegated editor or scoping access only, never ownership transfer. You must be able to reroute traffic instantly if an agency relationship dissolves.

- [ ] **03** SOURCE CODE · Git Repository Custody
  Production source code must be versioned in a Git repository (GitHub, GitLab) owned by your organization. Final handover requires full commit history and clean branch status, not a flattened zip file or compiled blob.

- [ ] **04** INFRASTRUCTURE · Direct Edge Hosting Account
  The live website must deploy straight to your own Cloudflare Pages, Vercel, or AWS account. Avoid agency-hosted shared VPS servers where a billing dispute, contract disagreement, or vendor collapse pulls your entire web presence offline.

- [ ] **05** COMMUNICATIONS · Business Email & Super-Admin
  Google Workspace or Microsoft 365 super-admin access belongs strictly to you. All DNS records for email delivery (MX, SPF, DKIM, DMARC) must reside under your DNS custody to prevent impersonation and deliverability hijack.

- [ ] **06** REVENUE & PAYMENTS · Payment Processor Registration
  Payment gateways (Stripe, PayPal, merchant accounts) are registered directly under your corporate entity and tax ID. Outside developers are granted Developer or Support roles only, with zero ability to change banking details or trigger unauthorized payouts.

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CHECKLIST VERIFICATION PROTOCOL · SECTION 02 (ITEMS 07–12) · NO-REPLY DISPATCH

- [ ] **07** ENCRYPTION · Automated SSL/TLS Certificates
  Automated edge SSL provisioned directly through your hosting provider (Cloudflare or Let's Encrypt). Confirm that your contract includes zero recurring markup or annual maintenance fees for automated, free SSL certificates.

- [ ] **08** TELEMETRY & ASSETS · First-Party Analytics & Pixels
  Google Analytics 4, Meta Pixel, and Whop tracking pixels must be owned by an email inside your company. Ensure you retain full historical conversion telemetry and visitor logs rather than having data siloed inside an agency dashboard.

- [ ] **09** DATA CAPTURE · Direct Form Webhooks & Lead Routing
  Customer inquiries and quote requests must route straight to your business inbox, CRM, or direct D1 database. No proprietary intermediary relay service that holds customer inquiries captive behind an agency subscription.

- [ ] **10** DATA PORTABILITY · Scheduled Database & Content Exports
  Automated weekly SQL or JSON exports backed up to encrypted storage you own (S3, R2, Google Drive). You must retain complete data portability with zero exit penalties or database extraction fees.

- [ ] **11** LEGAL & COMPLIANCE · Commercial Font & Asset Licenses
  Commercial font licenses, vector libraries, and stock imagery must be licensed under your company name. Ensure the studio provides proof of purchase to protect your business against copyright extortion and statutory infringement claims.

- [ ] **12** VENDOR INDEPENDENCE · Zero Mandatory Maintenance Retainers
  Clean, hand-coded HTML/CSS/JS or modern static output requires no monthly maintenance contract to remain live, fast, and secure. Any maintenance, retainer, or support agreement must be optional, explicitly scoped, and cancelable with 30 days notice.

**VERIFICATION SIGN-OFF & CUSTODY CONFIRMATION**

AUDIT SEAL

By completing this audit, the client confirms that all 12 custody requirements have been verified, documented, and contractually secured. Any refusal by an agency or contractor to provide direct root access to your domain, DNS, or Git repository constitutes an immediate breach of technical ownership.

FIRMITAS AUDITED 2026

Client: _____ Date: _____ Signature: _____

VERIFIED

Need a quote or contract reviewed? Forward the agency scope and pricing to hello@firmitas.studio. We will tell you frankly whether the custody terms protect your business, whether or not you hire us. (Note: Automated no-reply document delivery; send all review inquiries to our direct inbox above).