

Website launch worksheet

Blank planning template. No checks have been performed. Do not enter passwords, private client details, or payment credentials.

Page brief

Intended reader:

Reader's problem:

One useful action:

Required pages:

Required integrations:

Free/manual alternative:

Exact paid feature needed:

Decision deadline:

Cash calendar

Use actual invoices, not annual monthly equivalents. All amounts in your chosen currency; include tax. A \$50 monthly cap applies to the sum charged during that month.

Item	Amount due	Charge date	Renewal amount/ date	Required or optional	Verified quote URL/date
Builder					
Domain					
Mailbox					

Website launch worksheet

Continued - record observations, not assumptions.

Item	Amount due	Charge date	Renewal amount/ date	Required or optional	Verified quote URL/date
Template/add-on					
Existing subscriptions					
Total this month					

Launch checks

Record pass, fail, or not checked. A plan is not a result.

Check	Expected result	Observed result	Date/evidence	Fix owner
Primary button	Correct destination			
Contact	Submission received			
Download	Opens; correct contents			
Narrow mobile view	Readable; no blocked action			
Keyboard	Controls reachable and usable			
Placeholder search	No invented claims or dummy links			
Title/share preview	Correct identity and description			

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Continued - record observations, not assumptions.

Check	Expected result	Observed result	Date/evidence	Fix owner
Domain/email	Website and mailbox both work			
Ownership/recovery	Owner can recover access			
Original copy/images	Stored outside editor			

Decision

Continue / simplify / reject:

Unresolved blocker:

Next review date:

Actual update time after launch:
