

Shopify Developer Handover Checklist

Tick each box in order. The old access comes off last.

START HERE

A takeover audit costs \$200 to **\$15,000**. Secure ownership and the code **before** you announce the switch, then ask for hours per fix.

1. While they still answer email (5)

- ☐ **Read the contract for code ownership and retained IP**
Look for: license, proprietary framework, retained IP.
- ☐ **You hold the store owner seat in Settings, Users**
STOP IF NO
A collaborator can never be made store owner.
- ☐ Domain registrar login is in your name
- ☐ You're an Administrator in GA4, Meta and Klaviyo
- ☐ **Theme code sits in a GitHub repository you own**
Ask them to transfer the repo, not just share it.

2. Collect the map (5)

- ☐ Every theme named: live, staging, backup or abandoned
- ☐ **Every app listed with who pays for it**
Off-Shopify subscriptions keep billing after uninstall.
- ☐ Scripts pasted into theme.liquid, snippets and Customer events
- ☐ **Source code for every custom app**
STOP IF NO
Ask where each app was built and who holds the code.
- ☐ A short note on fragile files and why

3. Switch, then remove access (5)

- ☐ **New developer audits a duplicate theme first**
Keep the old team on call for questions meanwhile.
- ☐ Test product page, cart, checkout and discounts on mobile
- ☐ Check which account each custom app points to
- ☐ **Remove the old collaborator or staff account last**
Only after every check above passes.
- ☐ Rotate any API tokens they could have seen

5-minute check

Users	You're owner, every account still active
Themes	Each theme named, live code in your repo
Scripts	Ctrl+U, search script src, match to apps
Theme limit	20 themes per store
Collaborator removal	Can't be undone
Audit cost	\$200 to \$600 junior, \$5,000+ agency

Ticked: ____ / 15 Any STOP item unticked: fix it before anything else.

Switching developers? Send me your store URL. kaspianfuad.com/contact

Kaspian Fuad, Shopify developer and CRO consultant

First audit on Enea Studio found 0 of 679 pages with a correct H1.