

Domain and business-profile update authorization

Optional project authorization checklist. This grants limited changes, not ownership transfer. Complete the specific domain, destination and actual authorized client before acting. It may be confirmed by the authorized client through the project's signing/intake record or an identifiable email; intake from an unknown person alone is not proof of authority.

Client legal/business name: _____

Project ID / domain: _____

Authorized client name, title and email: _____

Approved new website URL / host: _____

Domain provider / person granting access: _____

Select only the actions actually approved:

- ☐ Configure the domain's website A/AAAA/CNAME records for the approved website host.
- ☐ Add the specific verification TXT records needed for that website/HTTPS.
- ☐ After the new website is verified live, replace only the website URL in my existing Google Business Profile with the approved URL, using an authorized manager invitation.
- ☐ I authorize reuse of these identified materials from my existing site, which I own or have permission to license: _____

Keep the client as domain registrant/owner and Google Business Profile primary owner. Preserve MX, SPF, DKIM, DMARC and unrelated records. Save a DNS/current-site backup and a rollback plan before changes. Do not reset nameservers, transfer the domain's registrar/ownership, remove managers, replace the mailbox or change unrelated profile details without separate specific approval.

Client grants least-privilege access through the provider's official invitation/delegation system when available, and may revoke access after handoff or termination. Passwords, one-time codes, SSNs and banking/card information are never collected here. If the platform's role permits broader access than this request, the agreed scope still limits the provider's actions.

The provider verifies the actual project, signer authority and delegated access before acting; reports completed changes and tests; and returns paid-up site files without requiring Care. Google verification or domain-provider review may take additional time. This checklist does not promise search ranking, alter ownership or authorize advertising spend.

Actual client approval / date / evidence: _____

Provider verification / date: _____

No action is authorized by an unchecked box or an assumed approval. Store this record privately with the signed project agreement.