



GROUP 322

Client Website Checklist

Website Includes:

- 5 Pages (Home, About, Shop, Contact, FAQ, Etc.)
- Up to 4 Subpages
- Mobile Responsive
- Product/Image Uploads up to 10 (*additional images can be added*) ***
- Social Media Integration (*links must be provided*)
- Search Engine Optimization (SEO)
- Email Subscription
- Contact Form
- Accept Payments - (*E-commerce and Services Website only*) ***
- Shipping Set up - (*E-commerce Website only*) ***

Client provides:

- Content for the website
- cPanel/ Dashboard Log-in
- Domain Log In (*i.e., Go Daddy, Host Gator, etc.*)
- Social Media (*i.e., Facebook, Instagram, Twitter*) *May need credentials*
- Logo (*Third party logo designers at your request*) ***
- Quality images- no blurry photos or screenshots.

Website Check List

Titles: Home, Shop, Contact, About, Etc.

- Subpage titles
- All information/pics needed for each page.



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Images/Logo

- Make sure all images are high quality, screenshots/blurry photos are prohibited. (*If you do not have any high-quality images, we can provide stock photos*).
- Logo w/ transparent background.

Text/Font

- All text must be typed out, no screenshots of any text. If you have specific fonts for your brand, please send the exact names. If you do not have a font, we are happy to help you select one for your brand/website.
- Name of the specific font and size.

Booking (*up to 10 services, fees apply for additional services*)

- If you provide services and would like your clients to book from your site, please send the following: name of service, cost of service, deposit amount (*if possible*), length of service, hours of operation, contact information.

Products (*up to 15 products, fees apply for additional products*)

- Product info needed: Product images, name of product(s), product description, additional info (*size, color(s), texture, length, etc.*) and price.

Business/Store Policies

- Return/Refund
- Turn around times
- Late policy

FAQ's

Please provide all frequently asked questions and answers for this section.

Payment Processor

- This is the way you receive payments.
- PayPal recommended. We will need your log in info to add this your website.



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Shipping Prices (*if applicable*)

- Please provide flat or custom shipping rates including the weight of product.

Social Media Links

- Please provide the full link for your social media pages.

Domain name

- Please provide the log in information from where you purchased your domain. If you don't have one, we can add one onto your website plan.

****Please email all content to send to:*

info@group322.com
subject line: website content