



Onboarding Checklist

Business Name: _____

Business Address: _____

Business Phone: _____

Contact Phone Number: _____

Contact Name: _____

Do you have an existing website: yes or no

URL _____

Who is hosting your website. Please provide DNS information

Which features do you need on your website:

Customer Newsletter _____

On-line Chat _____

Email blasts _____

Blog _____

On-line Bookings _____

On-line menu _____

E-Commerce – what do you want to sell on-line – products or services:

About us: please email information you would like on your About Us page – use any existing brochures or website info

Staff Profiles: If you'd like a staff profile page, please email pictures and content – if you already have it:

Email – do you want a website email. If no, provide the email you want to receive new contact information:

Style – what is the look and style you want to reflect your business:

Photos – please email photos that we can use to accent pages of the website

Please email content describing your business: services you provide, products you provide:

Portfolio – do you want to feature examples of your work? _____. If so, please email.

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