



Collecting content

Client requirements starter checklist

Business details

Name*

Phone*

Email*

Business or Blog Name*

Address*

Technical details & credentials

URL *The website url - eg awesomesauce.com. If you haven't got one, you'll need to buy one. If you want me to get one for you let me know.*

Domain Registrar login details*

The login details for your domain/URL eg: Provider: ventraip.com/login

Username: Awesome Client or awesomeclient.com.

Password: H0p3fu11y\$0m3th!ngH^RD

Provider:

Username:

Password:

Google Analytics Login Details*

The login details for your Google Analytics account. If you don't have them, I suggest you head over to [Google Analytics](#).

Login email:

Password:

PRO TIP: Don't use your personal Gmail account. Create a new google account for your business or blog - you'll use this lots of places so best not to combine.

Gmail (or other mail provider)

Login Details

The login details for your gmail account. If you use a different email marketing provider, please pop the details below and we'll contact you if there's any dramas.

Login URL:

Username:

Password:

Instagram Login Details

If you want your insta feed on your site, we need the login details for your Instagram account.

Login:

Password:

Content

Your business, blog or service tag line*

This is shown in google search and should be less than 60 characters including your business name

Your business, blog or service Unique Selling Proposition*

This should be less than 160 characters and succinctly explain: Who you are, What you do and who you do it for

List the pages your website needs to include*

Home, About Us, Services, Contact etc.

Upload your TEXT content for each page

Clearly labelled / page home – services etc.

Text and doc files accepted only.

DO NOT include images

Formatting not necessary zip file

for multiple documents

Your branding and/style guide

If you have multiple files, please upload a .ZIP file containing branding files and style guide if you have one. Up to 10mb

Colours and font information

If you know your fonts or colours, pop them in here.

Contact details to appear on the website*

Include email addresses, phone numbers, hours of business and any ways your website visitors should get in touch with you.

Your Social Media URLs*

Just the ones you want listed on the website eg: Facebook:

<https://www.facebook.com/Liveby5ive>

Address if you want it listed on your website

We'll add this and a Google map on your contact page.

If you're a local business with a physical address, this is important as it connects with your Google My Business page and assists google to find you in local searches.

Website Privacy policy and Terms of use

Anything else you want to tell us?