



Website Checklist

Here is the information you need to get your new website started. Please check off items when you have them ready to deliver. Once this info is gathered, you can submit everything as a single package to begin development. I can work with you to put your package together.

1. Specific company colors to be used. If you have the color codes from your print designer, that would be even more helpful.
2. A list of the pages.
3. Verbiage for each page. You can use MS Word to document what you want said on each page and in each section.
4. Photos, arranged by page. You should name the photos using the name of the page, the section of the page and the caption for the photo. For example:

About us – team photos – jerry hickman – owner, senior tech.jpg

5. Logo's. This would be for your business or any associations, clubs, memberships, certifications, or accreditations that you would like to use on the website.
6. Any links you want and the pages you'd like them to appear on: i.e. partners, whitepapers or case studies, design or implementation guides, product guides, forms, etc.
7. All contact information that should appear on the site. This would include street addresses, phone numbers, email address.
8. Destination addresses for any forms: email addresses
9. Any social media addresses you would like to include on the website: Facebook, Twitter, Instagram, etc.
10. You should find at least 3 other websites that have features that you like or don't like. This will give us an idea of how you want your site to look and feel.
11. Your deposit. Payment is made by making $\frac{1}{2}$ the quoted amount for your website WITH all the information listed above. The remainder of your payment is due once the site is complete and before it goes live or within 30 days of deposit. You can share the verbiage and photos via Dropbox, Google Docs, OneDrive or jumpdrive.



Pages: These are the top level pages you would like to be part of the site navigation. Examples would be “Home”, “Contact Us”, “Products/Services”, “Testimonials”, “About Us”. A basic site would be 3 to 5 pages.

Are there any subpages? For example, would services then have 2 or 3 pages under it describing the products and services you offer?

Here is a sample:

Page 1: Home Page

Page 2: Services

Residential Services

Business Services

Web Services

Page 3: Testimonials

Page 4: F.A.Q.s

Page 5: Contact Us



Fill in this page to outline your website with any pages or subpages:

Page 1:

Page 2:

Page 3:

Page 4:

Page 5:

Page 6:

Page 7:



Make a copy of this form for each page on your new website. Fill in this document for each page:

Page _____

What should the page say?

What images should be on this page?

What links should be on this page?