SBJ MEDIA WEBSITE CHECKLIST

Please send all of the following information in one email or word document. Please don't send any screenshots of text, all text must be typed out.

Please create an account. We cannot access your website by going through your email account, apple account, etc. Please create a login by using your email and creating a password.

If you have any examples of sites that you like please include their URL.

GENERAL INFORMATION:

• Your email and password login.

• Your business' logo(s).

• Color scheme (if it's not a color in the rainbow please include the HUE#)

• Indicate if you'd like a subscriber option for people to subscribe to your email list. If so, please provide that email address.

IMAGES

• Please send us ALL of the images that you would like added to your site. Most clients have photoshoots for their brands in order to ensure a nice website.
• High-quality images will make your site pop. Due to this, we will ONLY work with high quality/professional pictures. However, if you do not have many, just kindly let us know and we will choose some stock photos to make your homepage banners look nice.

VIDEOS
• You can also send any videos you want added to your site. Send via dropbox or Google Drive.

PRODUCTS
• If your site consists of selling products, please be sure to send the product pictures, product images, and pricing of products. IN THE ORDER THAT YOU NEED IT. It would be easier not only for us but for you as well if you number or name your photos.
• Please send some images on solid backgrounds for graphics purposes.
• Please do the math when it comes to your products, example: HAIR BUSINESS: "Add $10 to wavy textures" or "Add $30 to 30-inch wigs". Please send all prices! You can send your regular price list before add-ons and after-add ons.

-     — For all other businesses such as clothing, shoes, etc. please be sure to send colors, sizes, etc.
  It is IMPERATIVE that you are super-specific on the products, pricing, etc. as it can delay the process.

TEXT

- Please type out any client/customer testimonials or reviews you have along with their first name.

STORE POLICIES

- Please send us any policies such as Return Policies, Shipping Policies, FAQ'S, etc. This is an important section for your customers. Please be specific and make sure spelling is correct.

CONTACT INFORMATION

- Business email
- Phone number
- Business location (If applicable)
- Social media handles

PAYMENT PROCESSING

- In order to receive payments through your website, you must set up your payment options as we prefer not to. However, if you do need assistance please let us know.

DOMAIN

- You can purchase a domain name from domain.com, godaddy.com or whichever host you're using. After purchasing, you must provide us with the login for the account to connect it. (For some sites, you must purchase a subscription with them before connecting it.)

SOCIAL MEDIA LINKS

- If you'd like us to connect your Instagram feed, you must provide us with the login information. If you are not comfortable giving me this information, we can put the feed there on the site, but you must connect it yourself.

- Other links are needed as well, Twitter, FB, Pinterest, etc.

BOOKINGS

- Oftentimes customers like for their bookings to be embedded in Wix so if you already have a booking site (Acuity, Square Up + other booking sites), it can be integrated and are highly recommended as these sites offer more.

- If you do not have a booking site and would like to add one, that is an option too. Research "Wix Bookings" to see if their booking options are a good fit for your business.

- Please send a list of the services you offer along with the prices, a description and the length of time of services.

- THESE ARE THE BASIC ITEMS NEEDED FOR THE SITE. IF YOU HAVE ANY SUGGESTIONS, ADD-ONS, PLEASE FEEL FREE TO INCLUDE THAT IN THE EMAIL OR WORD DOCUMENT.