

Website Check List

Here is a check list of everything required for your new website.

- 50% or 100% deposit (which ever is applicable – See Client Contract)
- Signed Client Contract
- .com.au or .com preference/s
(you can check domain name availability at www.web-sta.com.au)
- ABN or ACN
- Date of Birth
- Address and contact details (on contract)
- Logo/s (your logo along with any suppliers, partners, groups or associations)
- Written text in Microsoft Word
(Please ensure all spelling and grammar is accurate as possible)
 - Homepage/Welcome
 - Contact us details
 - All other pages to be included in your website
 - Product or service details
 - Instructions for any images associated for each page/section within your website
 - Testimonials (if applicable)
- Product/service image/s or scanned images
- Any artwork, graphic designs etc
- Call to action or special
(e.g. Free delivery, 20% off, Free quote, Call now, Free gift etc).
- Up to 15 specific search phrases that you would like to rank for in the search engines
(e.g. Brisbane Massage, Sunshine Coast concreting or Qld circus – **DOES NOT INCLUDE SINGLE WORDS like "Artist"**)
- Any other instructions associated with your website