

CHECKLIST

Below is a list of items we need to build your website

1. REGISTER YOUR DOMAIN NAME

Send us the domain name you would like to register.

TIP: The shorter and more concise your URL (domain name) is, the better. A shorter URL (domain name) is easier to remember, fits easily on printed material, and is more likely to “stick” in someone's head so it can be recalled.

2. DOMAIN NAME ALREADY REGISTERED

If you already have a domain name registered, please send us your domain registrar's login details so we can update your nameservers and point your domain name to your new hosting account.

Alternatively you can also update these nameservers yourself by logging into your domain name account (eg. Crazy Domains) and go to 'Update Nameservers'

Enter the nameservers highlighted in blue in the order shown below.

NAMESERVER 1: [ns1.hosting-cloud.net](#)

NAMESERVER 2: [ns2.hosting-cloud.net](#)

NAMESERVER 3: [ns3.hosting-cloud.net](#)

3. LOGO

Send us your logo in .jpg, png, or gif file format. Logos with transparent backgrounds in .png files work best

4. KEYWORDS

Send us a list of keywords for your business.

What you think potential customers/clients would enter in Google to find your business. It's a good idea to ask friends and family what keywords they would use to find your type of business online.

Google will not find your website unless you have the right keywords on your website.

5. CONTENT

Send us content & images for each page. Label each page with the page title.

Example:

HOME PAGE: text and images for this page

SERVICES: text and images for this page.

You can also send any existing pamphlets, brochures or company portfolios.

5. EMAILS

Send your preferred email addresses.

Example:

info@yourdomain.com.au

sales@yourdomain.com.au

Additional Email Accounts = \$5.00p/m

6. GOOGLE FONTS

Lets us know which Google fonts you would like to use for your website.

[Go to Google Fonts](#)

Please send your favourite font for the following areas;

Headlines:

Navigation:

Base Text:

Cursive Font:

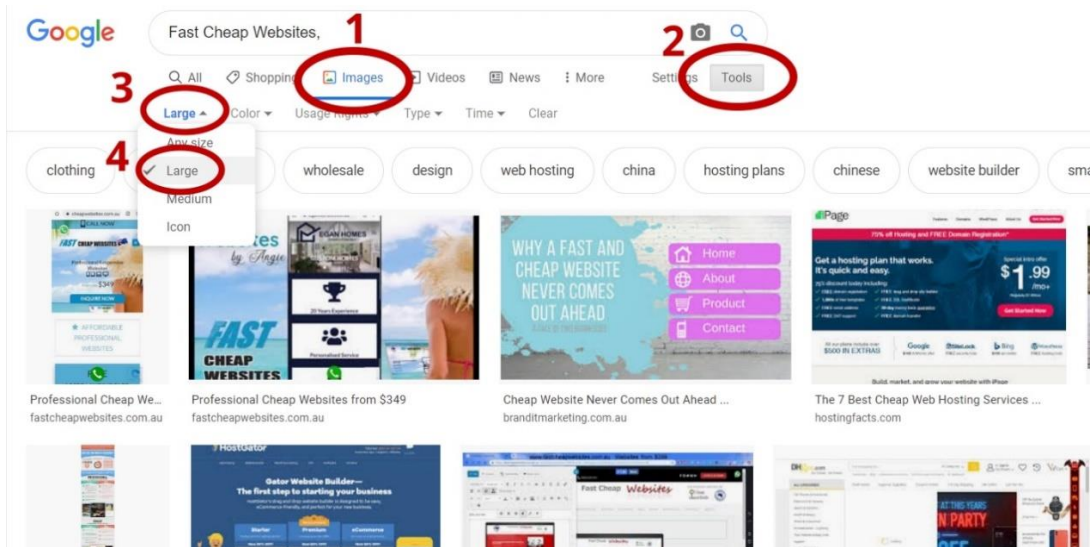
7. SLIDESHOW

Send large format images for banners and slideshows which are at least 1200 x 700px.

When searching on Google Chrome, go to '**IMAGES**' tab, click '**TOOLS**' and then '**SIZE**'

Select '**Large**'

See image below for instructions



8. CONTACT DETAILS

Send us your business

- Phone Number
- Email Address
- Shop front or office address
- Suburb & State

9. OPEN HOURS

Send us your business open hours

10. SOCIAL MEDIA LINKS

Send us the links to your social media pages such as Facebook, Instagram, Twitter, YouTube ect.

11. GOOGLE MY BUSINESS LISTING

In order to set up your Google My Business Listing on Google Maps, we require you to send us your address. It cannot be a P.O. Box.

We will request Google send a postcard to this address. When you receive it in the letterbox, tear the letter on the perforated edges and inside you will find some numbers. Send us these numbers so we can verify your business on Google Maps.

Send a list of suburbs you service.

NO SHOP FRONT OR OFFICE?

Let us know if you do not have a shop front or office and your address will **NOT** be visible on Google. Instead Google will show a shaded service area.

If you service a large area, send us the furthest northern suburb, eastern suburb, southern suburb and western suburbs you are willing to travel.

See example image below

