



Website Check-Off List

Use this handy check-off list for evaluating your website or working with your web designer to ensure your website is a success.

On Your Homepage

- LOGO that brands you
- Short video introduction
- Link to your Facebook
- Request form to get a special report
- Link to your blog
- Thank you page
- Link that says bookmark this page

Other Pages Should Include

- Privacy statement
- About Us page, including history & hours
- Our Services or Products
- Contact Us, include web form & phone numbers
- Tracking codes

Other Items Highly Recommended

- Photos of staff with title
- Well written copy on each page
- Office/store photos, inside and out
- Map or directions with a link to Mapquest
- Customer testimonies throughout your site
- Photos of products or services
- Short or long articles
- Any awards you've received
- Any memberships with credibility seals (Include the Chamber, BBB, industry, etc.)
- Shopping cart (if you sell off your site) can easily go to a PayPal account
- Automatically updating date
- Recorded audio messages
- Website Marketing Plan

Optional

- Calendar of local and company events
- Site map
- Links to helpful resources (government agency, recent news, etc)
- Mobile Marketing
- Live chat customer service