

WEBSITE CHECKLIST



LOGO:

We will need your Logo (preferably in a vector format, but a high res PNG will be sufficient)

PAGE LIST:

A list of your menu items (Pages that are in the order you'd like them to appear in your main menu (noting any sub pages/drop downs)

CONTENT:

Your content (all the pages you want us to insert, style and make mobile friendly) Please try to keep this organized by keeping each page separated by a title if you have all of your content in one Word document or preferably a separate Word document for each page you want on your website.

IMAGES:

Any Images, PDF files or Videos you want on the website. Although, we are going to recommend you have a YouTube channel to store your YouTube videos as YouTube is meant for streaming videos and websites are meant for serving text, PDFs and images.

COMPANY INFORMATION:

We need your official Company name (Spelled and punctuated exactly how you have it on your corporate papers or any business listings. This is very important because Google has made many statements about the punctuation and spelling and abbreviations of things needing to be consistent across all platforms. But we will also need all your company information as you want it displayed on the contact page and footer. Examples: Main Phone number, fax number, email address, additional email addresses (and departments if you have them) and physical address (each location if you have multiple)

SOCIAL MEDIA:

All your Social Media URLs

Upload your files to ModernFiles.com
Email your files (if they aren't too large) to
info@modernwebstudios.com

If you have any questions, please don't hesitate to call us **(888) 987-7771**