# General Info

## Logo

|  |
| --- |
| Please upload your logo to the project task. If you don’t have a logo, please let me know here. |

## Website Name or Business Name

|  |
| --- |
|  |

## Tagline

|  |
| --- |
|  |

## Author Bio

Used as a “byline” for your blog

|  |
| --- |
|  |

## Author Image

|  |
| --- |
| Please upload your image to the project task. If you don’t have an image that you wish to use, please let me know here. |

#

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# Contact Details

## Emails

The emails you want listed on your contact page, one per line, **bold your primary contact email. This may be displayed in prominent locations and where the contact form will be sent**

|  |
| --- |
| Office Manager: me@example.comInquiries: **info@example.com** |

## Phone Numbers

The phone numbers you want listed on your contact page.**Bold your primary phone number for use on the home page or other prominent areas**

|  |
| --- |
| Head Office: 03 1234 1234Sales: **03 1111 1111** |

## Social Media Links

Fill out as many or few as you like

|  |  |
| --- | --- |
| Facebook |  |
| Twitter |  |
| LinkedIn |  |
| Instagram |  |
| Google+ |  |
| Pinterest |  |
| Other |  |

## Addresses

The addresses you want listed on your contact page. **Bold your primary address**

|  |
| --- |
| Head Office: **34 Test Street, Melbourne, VIC, 1234** |

## Map Address

The address to be shown on your contact page map

|  |
| --- |
|  |

## Areas Serviced

**Optional**: For service businesses

|  |
| --- |
|  |

## Business numbers or license numbers

**Optional**: Only if you need displayed on your website

|  |
| --- |
|  |

## Contact Form

What fields do you want to ask for when someone sends you a contact request

|  |
| --- |
| NameEmailPhoneMessage |

## Additional Content for Contact Page

Anything you want to say on your contact page, or if you have images of your premises you would like to add (upload the images to the task)

|  |
| --- |
|  |

## Thank You Message

(Optional) What message to display when someone sends you a message. The default will be used if not provided.

|  |
| --- |
|  |

#

# Layout Options

## Footer Widget Options

In the footer you have a choice of what is displayed. Please bold the options you would like below. You can also opt for no footer (don’t bold any)

|  |
| --- |
| Social feedPage list / mini menuLegal linksLogoContact infoRecent postsCertifications & MembershipsCall to ActionBrief about |

## Sidebar Widget Options

In the sidebar you have a choice of what is displayed. This may displayed on blog posts or some pages. Please bold the options you would like below. You can also opt for no sidebar (don’t bold any)

|  |
| --- |
| Opt inRecent postsContact blockBlog post categories menuAuthor info |

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# CRM

If you plan on using a CRM, autoresponder or email marketing platform, fill this section out. If you do not use any systems like Mailchimp, ActiveCampaign or other systems, you don’t need to complete this section.

## Login Information

Include URL, username and password

|  |
| --- |
|  |

## List or form to add subscribers to

|  |
| --- |
|  |

## Thank you for subscribing text

(Optional) When someone signs up to your email list (if part of your website package), display this message to say thank you

|  |
| --- |
|  |

# Tags to add to new subscribers

|  |
| --- |
|  |

##

# Opt In Data

For each location you want an opt in, fill out the following.

**IMPORTANT: If you are not using a CRM or email marketing platform, this would not apply (as there would be no system to “opt in” to.**

## Header Opt In

**Fields**

Indicate optional/required

|  |
| --- |
| Name, Email, Phone(optional) |

**Headline**

|  |
| --- |
|  |

**Additional text/sub headline**

|  |
| --- |
|  |

**Button Text**

|  |
| --- |
| Subscribe |

**Tags/List**

|  |
| --- |
| Name, Email |

###

## Sidebar Opt In

**Fields**

Indicate optional/required

|  |
| --- |
| Name, Email, Phone(optional) |

**Headline**

|  |
| --- |
|  |

**Additional text/sub headline**

|  |
| --- |
|  |

**Button Text**

|  |
| --- |
| Subscribe |

**Tags/List**

|  |
| --- |
| Name, Email |

#

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# Analytics and Scripts

It is highly recommended to have Google Analytics and a Facebook Pixel on your site. I can set these up if you need, but if you have existing codes, please add them here.

## Google Analytics

Insert script, UA code or login information so we can find the script

|  |
| --- |
|  |

## Facebook Pixel

Insert script

|  |
| --- |
|  |

## Any other scripts

Like live chat, review sites etc

|  |
| --- |
|  |

#

# SEO

## SEO Website Title (if known)

|  |
| --- |
|  |

## Brief description of services (for SEO)

|  |
| --- |
|  |

## Keywords

Words that you think people may be searching for to find you

|  |
| --- |
|  |