

**Print out this checklist to help with gathering information to include in your website. If you try to include as much information about your business as possible, it will be much easier and faster for you and your designer to get it up and running. This is simply a guide to print out and help you for your convenience. If you would prefer to speak directly to your designer, you may call on 0418 284 822 or email Michele@websiteworkshed.com and she will be able to organize it for you.

ITEMS TO INCLUDE FOR WEBSITE WORKSHED	CHECK <input type="checkbox"/> / <input type="checkbox"/>
1. Newsletters, word or excel documents for the customer you want included, checklists like this one	
2. Photos of before & after, shop front, staff, vehicles or general shots.	
3. Logo – Company logo, product logo, associated companies logo etc.	
4. Brochures – general information, specials	
5. Customer letters/information/testimonials	
GENERAL INFORMATION FOR WEBSITE WORKSHED ABOUT YOUR BUSINESS	
1. Your business aim and point of difference	
2. What information do you need from the customer to begin with? – What kind of form would you have them fill out directly from your website to be sent to your email address?	
3. Examples of other websites you like and why	
A.	
B.	
C.	
4. What websites or information sites would you like your website to link to?	
A.	
B.	
C.	