Dawn Edits & Designs Company, LLC
Website Design Checklist

PLEASE NOTE ALL OF THIS INFORMATION MUST BE SUBMITTED IN ONE BIG EMAIL OR A WORD DOCUMENT. A WORD DOCUMENT IS NOT REQUIRED BUT IS HIGHLY SUGGESTED. PLEASE DO NOT SEND ANY SCREENSHOTS OF PRICES, TEXT, ETC. ALL TEXT MUST BE TYPED OUT! REMEMBER, I AM TRYING TO MAKE THIS A SMOOTH PROCESS FOR BOTH YOU AND I.

LOGO

- ☐ If you have a logo that was not designed by Dawn Edits & Designs Company, LLC, you must provide the logo in a .png (transparent) file.
- ☐ If Dawn Edits & Designs Company, LLC designed your logo, I more than likely still have the files saved!

COLORS

- ☐ Most times, websites are designed using the same colors used in your logo or branding materials. If at any time colors aren't stated specifically, I will automatically design according to the colors in your logo and/or branding materials. If you'd like your site to be a different color, please be sure to state that!

PAGE TITLES

- ☐ Please specify the Titles and Subtitles (drop down menu) that you want for your website. Standard page examples include: "Shop", "Policies", "Meet the Ceo", etc.

IMAGES

- ☐ Please send me **ALL** images that you would like added to your site via email. Most clients have photo shoots for their brand in order to ensure a nice website. High quality images will make your site pop. This isn't required but HIGHLY SUGGESTED! Due to this, and due to the fact that I love to make your sites nice, I will ONLY work with **high quality/professional pictures**. However, if you do not have any, just kindly let me know and I will provide stock photos to bring your site to life.

PRODUCTS

- ☐ If your site consists of selling products, please be sure to send the products, product images, and pricing of products typed out in either the word document or email.
- ☐ If you have a hair business, I have stock photos available if you do not.
- ☐ HAIR BUSINESS: Please do not leave me to do the math for you. For example: "Add $5 to wavy textures" or "Add $30 to 30 inch wigs". I will **NOT** do this for you. I will ask you to provide another document with the pricing typed out.

- [ ] For all other businesses such as clothing, shoes, etc. please be sure to send colors, sizes, etc.
- [ ] It is **IMPERATIVE** that you are super specific on the products, pricing, etc.

STORE POLICIES

- [ ] Please send me any policies such as Return Policies, Shipping Policies, FAQ'S etc. This is an important section for your customers. Please be specific and make sure spelling is correct. I will **not** provide store policies for you.

CONTACT INFORMATION

- [ ] Business email
- [ ] Phone number
- [ ] Business location (If applicable)
- [ ] Social media handles

PAYMENT PROCESSING

- [ ] In order to receive payments through your website you must send me your payment information. However, for your privacy, I will not connect those unless you are comfortable giving out this information.

DOMAIN

- [ ] You can purchase a domain name from GoDaddy.com. After purchasing, you MUST provide me with the login for the account to connect it. (For Wix sites, you must purchase a subscription with them before connecting it.)

SOCIAL MEDIA LINKS

- [ ] If you'd like me to connect your Instagram feed to your website, you must provide me with the login information. If you are not comfortable giving out this information, I can add the feed there on the site, but you must connect it yourself.

BOOKINGS

- [ ] Oftentimes customers like for their bookings to be embedded in the site. Please send me a list of the services you offer along with the prices.
- [ ] A description and the length of time of service is highly suggested.
- [ ] I will need the hours you work for a proper booking schedule.
- [ ] If you'd prefer to keep your third-party booking site, that is no problem! I can always link that site to your website.

ADDITIONAL INFORMATION

If you have any taglines or quotes that you use in your branding, you may provide that for banner purposes in your document.

THESE ARE THE BASIC ITEMS NEEDED FOR THE SITE. IF YOU HAVE ANY SUGGESTIONS, ADD-ONS, PLEASE FEEL FREE TO INCLUDE THAT IN THE EMAIL OR WORD DOCUMENT.