RUBY MAE
WEB CO.

WEBSITE CONTENT CHECKLIST

Here's everything I need to build your site. Check items off as you send them. If something doesn't apply to you, just skip it.

PLEASE SEND BY

SENT	ITEM	TIPS
☐	**Logo**	The original file if you have it (PNG, JPG or PDF). No logo? Just tell me.
☐	**Photos**	10 to 20 of your work, products, shop or team. Phone photos are fine.
☐	**About you**	A few sentences: how you started, what you do and why customers choose you.
☐	**Services or products**	A list with short descriptions. Include prices if you want them shown.
☐	**Hours and location**	Your address, or the towns you serve if you come to customers.
☐	**Contact info**	The phone and email customers should use, and how you like to be contacted.
☐	**Reviews**	3 to 5 kind words from happy customers, with first names if they're okay with it.
☐	**Social media links**	Facebook, Instagram, Google listing or anywhere else customers find you.
☐	**Common questions**	Questions customers ask you often, like delivery, payment or ordering.
☐	**Licenses or awards**	Anything that builds trust: insured, certified, years in business.
☐	**Domain access**	Once you've bought your web address, follow the Domain Setup Guide.

ANYTHING ELSE I SHOULD KNOW?

HOW TO SEND IT

Email service@rubymaewebco.com or text (512) 549-9080. Send photos as full-size files, not screenshots.

PHOTO TIPS

Shoot in daylight, hold the phone sideways, and clear the clutter from the background.