

# meraki mint

designs



## Website Content Guide and Checklist

ITEMS NEEDED		EXPLANATION
<b>Site Identity</b>	<input type="checkbox"/>	Logo
	<input type="checkbox"/>	Site Title
	<input type="checkbox"/>	Brand Colours
	<input type="checkbox"/>	Brand Fonts
		<i>Your tagline for your business "Handmade items for babies and toddlers"</i>
		<i>Main colours and accents that will be used across the site</i>
<b>Admin</b>	<input type="checkbox"/>	Email Admin
		<i>This is the email which will receive notification and form entries.</i>
<b>Contact Details</b>	<input type="checkbox"/>	Location / Map Address
	<input type="checkbox"/>	Emails
	<input type="checkbox"/>	Phone Numbers
	<input type="checkbox"/>	Social Media Handles
		<i>All emails of your business</i>
		<i>Links to your social media accounts</i>
<b>Landing Page</b>	<input type="checkbox"/>	Featured Image
	<input type="checkbox"/>	CTA
	<input type="checkbox"/>	Featured Products / Services
	<input type="checkbox"/>	Testimonials
		<i>Main featured image</i>
		<i>What do you want visitors to do on your main page</i>
		<i>Any services or products you want highlighted</i>
		<i>Client testimonials</i>
<b>Blog Page</b>	<input type="checkbox"/>	Per Blog (x5)
	<input type="checkbox"/>	Blog Image
	<input type="checkbox"/>	Blog Content
	<input type="checkbox"/>	Blog Category
<b>Shop</b>	<input type="checkbox"/>	Products
	<input type="checkbox"/>	Product short description
	<input type="checkbox"/>	Product Detail
	<input type="checkbox"/>	Product Image
	<input type="checkbox"/>	Price
	<input type="checkbox"/>	QTY in stock
	<input type="checkbox"/>	Shipping Options
	<input type="checkbox"/>	Privacy Policy
	<input type="checkbox"/>	Terms and Conditions
		<i>Also note any sales prices</i>
		<i>WooCommerce allows different pricing and shipping options per region</i>
		<i>Please advise if assistance is needed here</i>
		<i>Please advise if assistance is needed here</i>
<b>About</b>	<input type="checkbox"/>	Your Story
	<input type="checkbox"/>	Staff Bio and contact detail
	<input type="checkbox"/>	Interesting stats if applicable
		<i>Details pertaining to any staff or partners you would like displayed on your site</i>
		<i>Projects done / Books sold / Years in service / Awards won</i>
<b>Content</b>	<input type="checkbox"/>	Gallery Images
	<input type="checkbox"/>	Stock or Brand Images
	<input type="checkbox"/>	Copyright content
		<i>High res images are required</i>
		<i>Do you have permissions / licenses for the images</i>
		<i>All content and written copy is required for services, about us, featured products etc</i>

*I don't necessarily need this checklist back, it is merely for you to use to guide you on the content which I will be needing. You can use it to tick off what you have completed and attached to an email.*