

WEBSITE CHECKLIST

PRODUCTS (E-COMMERCE SITES)

- Save your product images as "product 1..2..3...etc."
- Description of products (what type of product, style, etc.)
- Price list
- Sizes offered
- Colors offered
- Textures (for hair extensions)
- Lengths (for hair extensions)

SERVICES (BOOKING SITES)

- List of services
- Price list
- Description of services (what's included)
- Duration of each service

SERVICES (BOOKING SITES) CONT.

- Is a deposit required?
- Location of service
- Is there anything required before booking?
- How long are your breaks before you take your next client?
- How many hours in advance can your client book? (Ex. "I can take a client the same day booked as long as its 2 hours before their appointment.")
- Additional things to do after booking (anything additional would you like added to your booking confirmation)
- Lengths (for hair extensions)
- What time would you like to be done with your last client?

POLICIES

- Return policy
- Exchange Policy
- Cancellation Policy
- Privacy Policy

SETTINGS

- Business email for notifications
- Business phone number
- Business address
- Business description (these keywords will be used for Google search engine)
- Business hours
- Social media handles

SHIPPING POLICY

- What shipping services are you providing? (standard, overnight, express, etc.)
- How many days for shipping?
- List shipping prices
- How many days for processing?