



Work through this simple checklist yourself once your website is live. Please note that some (possibly all) of these items may be taken care of as part of your website build - just check your project scope if you are not sure!

Task	Description	Status	Notes
Test Forms	Fill them out and check you get the email from the website. Check spam!	<input type="checkbox"/>	
Proofread	If proofreading was not included in your website scope - give it a good read though or use a free online spell checker (Just google them)	<input type="checkbox"/>	
Check Mobile	Take a look at your site on Mobile - is it working ok?	<input type="checkbox"/>	
Check All URL Links Work Ok	Can you access all the pages on your website	<input type="checkbox"/>	
Check site speed & Usability	Important that users can use it effectively	<input type="checkbox"/>	
Set Up Google Search Console	You need this for the next one on the list.	<input type="checkbox"/>	
Submit your website to Google and other search engines	If you want people to find you, this is important.	<input type="checkbox"/>	

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Setup Google Analytics	This is how you will track traffic.	<input type="checkbox"/>	
Set UP & Verify Google My Business	This is super important too.	<input type="checkbox"/>	
Add Social Media Links	Good for SEO and the business	<input type="checkbox"/>	
Make sure every page has a meta tag and description	Learn more about this on our SEO guide	<input type="checkbox"/>	
Check your terms of service & Privacy policy	Every business should have these.	<input type="checkbox"/>	
Build important online directory links and profiles	Check our guides for more info (On your customer portal)	<input type="checkbox"/>	
Complete On-Page SEO	If this wasn't done as part of your build, you need to do it to help grow your traffic	<input type="checkbox"/>	