Let's get started on your eCommerce site!

We will build it but we need your input and information. Print this checklist and gather all of the following information and digital files before beginning to fill in the form.

- ☐ Company name, Email, Licensed/Insured info
- ☐ Photo ID
- ☐ Registered Business Entity (LLC, Sole Prop, Etc)
- ☐ FEIN or SS Number
- ☐ Bank Routing Number & Bank Checking Account Number
- ☐ Bank Statement - ONE Page only (your business name, address, and account number must be visible to confirm ownership of the account. You can strike out balance information)
- ☐ Current Payment Processor name, account number, etc. If you do not currently have one, you will need to choose one. If you don't have a preference, payment processing with tap to pay (no hardware required) is available with a transaction fee of 2.9% + $.30 per transaction.
- ☐ Copy of your Resale Certificate - if applicable
- ☐ About Us Image - Logo can be used here if you don't want other images.
- ☐ Preferred Color Scheme for your site (If no preference, logo colors will be use)
- ☐ About Us Details - details about you/your business that are pertinent to your industry. Include experience, certifications, licenses, or organizations that you are a part of, etc. An intro to your family, hobbies, etc. creates a relatable persona for your customers. Our professional writers will edit and enhance as needed.
- ☐ Website Images or videos to be displayed on your site that are not products. Please label name each file with a 2-3 word description.
- ☐ Link to your Business Facebook
- ☐ Link to your Business Instagram
- ☐ Link to your Business TikTok
- ☐ Link to your Business LinkedIn
- ☐ Link to your Google Business Page
- ☐ What personalized message would you like printed on your receipts?
- ☐ What would you like your Email Confirmation Message to say?
- ☐ Do you want to offer any recurring service?:
- ☐ Digital copy of current invoice
- ☐ Do you need to advertise logos of suppliers/vendors? If yes, we will need a link to their page and/or their logo
  IF you sell products:
- ☐ Return Policy - Type your return policy; your web designer will edit spelling but will not make changes to your wording.
- ☐ Shipping/Delivery Policy - Type your shipping/delivery policy; your web designer will edit spelling but will not make changes to your wording.