

Your service-business website

A planning checklist for Port Charlotte business owners

Print this page. Mark what is ready and name the next decision. Use approved facts.

Business / website: _____

Decision-maker: _____ Target launch / reason: _____

1. Customer action

- ☐ Choose the main action: call, quote request, consultation or appointment.
- ☐ Name who receives inquiries and what customers should expect next.

2. Services and coverage

- ☐ List the work you accept, exclusions, and services needing separate explanations.
- ☐ Confirm actual coverage, customer visits, hours and any location-specific limits.

3. Proof and permissions

- ☐ Gather real project photos with approved captions and permission to publish.
- ☐ Confirm team details, current credentials and authentic review sources.

4. Contact and mobile checks

- ☐ Define essential form fields; keep photos and extra details optional where possible.
- ☐ Test phone links, form success/errors, delivery and the existing-customer path.

5. Content, access and launch

- ☐ Gather brand assets, service facts and account invitations; name one approver.
- ☐ List existing URLs and content to preserve; assign redirects and launch checks.

6. Ongoing responsibilities

- ☐ Confirm domain, email, hosting, editing access, fees and ownership/exit terms.
- ☐ Assign updates to hours and closure notices; include a date and next update.

Biggest gap / next decision

Responsible person: _____ Due date: _____

Bring this brief to your website conversation. You do not need finished copy to start.