Cloudxs

Design Checklist

Company

Company Name _____

Domain Name

1st Choice _____

2nd Choice _____

3rd Choice _____

4th Choice _____

Domain Extension _____
(ie .com / .co.uk etc)

Domain Notes

Do you require dedicated email addresses? _____ √

Admin Email Address _____

2nd _____

3rd _____

4th _____

5th _____

6th _____

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Email Cont:

Email Notes

Do you require Microsoft 365 _____ √

Structure

Have you planned the structure of the site _____ √

Have you planned the Site navigation _____ √

Do you know how many pages you require _____ √

If Yes then enter the number of pages _____

Do you require eCommerce? _____ √

eCommerce type - Shop _____ √

Customer online payments _____ √

Do you require other add on Apps ie Zoom _____ √

If yes then describe

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Structure Cont

Do you require a member's area & log in ⎯⎯⎯⎯ √

Do you require a Blog ⎯⎯⎯⎯ √

Do you require database items ⎯⎯⎯⎯ √

Please note that a database is automatically included as part of the Contact Us form

Do you require online bookings ⎯⎯⎯⎯ √

Do you require music or video content ⎯⎯⎯⎯ √

If yes to the above, do you have full copyright ⎯⎯⎯⎯ √

Are there any other considerations ⎯⎯⎯⎯ √

If yes then describe

Content

Have you written your text content ⎯⎯⎯⎯ √

If Yes, do you know which page(s) to apply text ⎯⎯⎯⎯ √

Is the text content uniquely yours ⎯⎯⎯⎯ √

Do you have all the graphics you wish to use ⎯⎯⎯⎯ √

If Yes, do you know which page(s) to apply them ⎯⎯⎯⎯ √

Do you have permission to use graphics ⎯⎯⎯⎯ √

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Content Cont

Do you require additional forms _____ √

If yes then describe

Are there any other considerations _____ √

If yes then describe

Policies

Do you have a Privacy Policy in place _____ √

Do you have a Personal Data Policy in place _____ √

Are you GDPR compliant and have support files _____ √

Are there any other considerations _____ √

If yes then describe

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Other

Are there any other considerations _____ ✓

If yes then describe

Supplementary Email Addresses

Email address 1 _____

Email address 2 _____

Email address 3 _____

Email address 4 _____

Email address 5 _____

Notes

1. We use Google Gmail Business Suite for email setup and integration