

Client Website Build Checklist

Give us the right ingredients. We deliver the whole thing in a day.

Required before the 24-hour build window starts

Required	BUILD READY
■ Business name ■ Current website, if any ■ Domain registrar or DNS access ■ Logo files ■ Brand colors or style preferences ■ Contact information ■ Business description ■ Services or products ■ Service areas ■ Primary call to action	■ Photos or approved image sources ■ Social media links ■ Form requirements ■ Booking/calendar links ■ Email routing preferences ■ Testimonials or reviews ■ Competitor examples ■ Websites you like ■ Required legal disclaimers ■ Payment confirmation

Tip

Send actual files whenever possible. Screenshots are helpful for direction, but logos, copy, credentials, and approved images keep the build on schedule.

Disclaimer: The 24-hour build window for Site in a Day™ begins only after payment is complete and all required assets, intake details, and domain access have been received.

Optional But Helpful

These assets are not blockers, but they make the finished site sharper, more credible, and easier to launch with confidence.

Optional	NICE TO HAVE
■ Brand guide ■ Headshots ■ Team bios ■ Case studies	■ Lead magnet ■ Video links ■ Before/after photos ■ Certifications

Optional

- FAQs
- Google Business Profile link
- CRM form embed code

NICE TO HAVE

- Awards
- Partner logos

What Happens Next

Your intake starts the process. We review, clarify, plan, build, revise, launch, and hand off your site.

01	We Review Your Intake	We check your submission.
02	We Clarify Missing Items	We ask what needs tightening.
03	We Schedule a Zoom	We finalize the plan together.
04	We Send the Paperwork	You receive the plan, agreement, and invoice.
05	You Approve and Deposit	You sign and pay to begin.
06	You Review Direction	You review copy, layout, and visuals.
07	We Make Edits	Your feedback guides one edit round.
08	You Get Updates	We notify you at milestones.
09	We Stay Connected	Our team keeps you informed.
10	You Review the Site	You approve the preview link.
11	We Launch and Hand Off	We publish and turn over access.