

ASSET CHECK LIST:

A basic checklist of everything you need to provide us in order to complete your site

Item(s)	Description	Check
Logo	Preferably in vector format, PDF or Illustrator (ai. or eps.) Otherwise Photoshop document or largest Bitmap (.jpg) Talk to us if you need a new logo designed!	<input type="checkbox"/>
Catalogue (product) photos (for shops only)	Provide one for each, make sure that they are a nice size, preferably no smaller than 300x300 pixels	<input type="checkbox"/>
Catalogue categories (for shops only)	Please provide the categories in which your products are to be distributed. The easiest way is to organise product photos in folders in the same manner you wish users to find them on your site	<input type="checkbox"/>
Catalogue (product) details (for shops only)	This includes price, product code, short description, image references etc. Please refer to your Virtuemart Spreadsheet.	<input type="checkbox"/>
Content text	Please refer to your "site map" to see what pages your site will consist of, and the amount of content and information you need to fill it with. Remember to frequently use keywords that describe your site and will ultimately improve your SEO (search engine optimisation)	<input type="checkbox"/>
Content photos	Any photos that you want to appear on your site that you may own the rights too. Also, you can choose from photos from: www.istockphotos.com Provide us with the reference number, and we will purchase them on your behalf (between 5 and 10)	<input type="checkbox"/>
Gallery photos	A collection of images for your photo gallery.	<input type="checkbox"/>
Links	Provide the name and URL of any sites you wish your site to be affiliated and or linked to.	<input type="checkbox"/>
Other	e.g items that may be downloaded from your site (files/brochures).	<input type="checkbox"/>

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