

Website Build Prep Checklist

EZ4YouTech.com LLC · Use with the Website Build Service Note · Call date _____

Before the call

Check each item you have ready. Send words and photos ahead when you can. Keep passwords for the live call unless we agree otherwise.

Customer / business name: _____

Selected tier: ☐ Starter ☐ Standard ☐ Elite Contact: _____

1. Words

- ☐ Business name, tagline, and short “about us” paragraph
- ☐ Services or products list (what you sell, in plain words)
- ☐ Service area / cities you cover
- ☐ Phone, email, address, hours
- ☐ Any legal or disclaimer lines you need on the site

2. Pictures and brand

- ☐ Logo file (PNG or SVG preferred)
- ☐ Photos of work, team, location, or products (clear, not screenshots if possible)
- ☐ Brand colors if you already have them (or say “use your judgment”)
- ☐ Links to social profiles you want on the site

3. Site and domain access (speak on the call)

- ☐ Do you already have a domain? Name: _____
- ☐ Registrar login ready for the call (GoDaddy, Namecheap, Google Domains, other)
- ☐ Hosting or website login ready if a site already exists
- ☐ New domain / cloud setup needed (\$100 if we set it up): ☐ Yes ☐ No

Do not email passwords. Share them on the live call. We delete temporary login notes when the job is complete. Change passwords after handoff when you can.

4. Pages you want

- ☐ Home
- ☐ About
- ☐ Services (or menu of services)
- ☐ Contact / form
- ☐ Other pages (list): _____

5. Call setup

- ☐ Quiet place, stable internet, screen share ready (Teams, Zoom, or Meet)
- ☐ Decision-maker on the call (or clear approval path for content choices)
- ☐ Signed Website Build Service Note returned (or ready to sign)

6. Agreement and payment (required)

Pay **EZ4YouTech.com LLC** only. Preferred order: **ACH**, then **Stripe**, then **Zelle**, then **check**.

- ☐ Website Build Service Note signed (Customer section A completed)
- ☐ Payment method selected: ☐ ACH ☐ Stripe ☐ Zelle ☐ Check
- ☐ Checks payable to **EZ4YouTech.com LLC** (not cash; not a personal name)
- ☐ Zelle handle confirmed with Company before send (phone or email on file — founder confirms with bank)
- ☐ Domain / cloud setup (\$100) included if requested: ☐ Yes ☐ No

☐ Payment cleared or scheduled before the live build starts (per the Note)

Questions: connect@ez4youtech.com · (469) 422-4314 · www.ez4youtech.com