

Basic Questions:

Unless otherwise agreed upon, you get a total of 9 pages. 5 of your choosing and 4 needed. The 4 you need are: Terms & Conditions, Privacy Policy, Refund Policy, & Contact Page; in which it is up to you to read over and make any changes that don't agree with your business.

If any of the questions below do not apply to you, leave blank.

1. What are the 5 pages you want on your website?
 - a. Examples: Home, About, Reviews, Author, Speaker, Coach, Leadership Team, Virtual Gift Basket, etc.
2. Do you want an FAQ section on your website? If so, create a Word Document listing your questions with their answers. Then send the Word Document to Info@ETransformInternational.com
3. If you have a leadership team, please send an email to Info@ETransformInternational.com with each leaders' photo and content you want written for each, to include any outbound links.
4. If you are sending reviews to be posted on your website, please send an email to Info@ETransformInternational.com with each person's photo and review.
5. If you have blog articles, remember each article is considered a website page. Send each articles content via email to Info@ETransformInternational.com. Include photos, links, and article content.
6. What social media links do you want displayed on your website?
7. If you want SEO on your website, what are your SEO Keywords? [CLICK HERE](#) to purchase SEO plug in, [CLICK HERE](#) to purchase SEO work done.
8. What email address do you want included in your Privacy Policy Page, Terms & Conditions Page & Refund Policy Page?
9. What is your exact business name?

Additional Info Needed:

1. What is your mission statement?
2. What is your tagline?
3. What is your bio? (If you need us to write one for you, email a list (bullet points) of everything you want included in your bio, and we will write it to include all of your bullet points. Email to Info@ETransformInternational.com
4. If you want 10 Fun Facts about you included on your About page, email a list of 10 Fun Facts about you; not as a business person, but personal? When sending this list, the first sentence will be the fun fact, followed by 3 to 5 sentences with more details about the fact. [CLICK HERE](#) to see example.
5. Email all professional photos that you want used on your website to Info@ETransformInternational.com.

6. Send me any, and all, photos of you that are “cut out”; meaning there is no background to them and they can be laid over any other photo neatly. This file type is a png file type. See example below of a photo laid over top of a golf square.



7. What are your branded color numbers? For example: Gold: #A37E2C
8. Which of your branded colors do you want for your tool bar at the top of your website?
9. What are your branded font choices?
10. Which font do you want to use for headers?
11. Which font do you want to use for your content?
 - a. Send your font files to Info@ETransformInternational.com. If you do not have your font files, send a link to where we can obtain your fonts.
12. Send the png file (cut out, aka, no background) of your logo to Info@ETransformInternational.com
13. Go to Pexels.com or Unsplash.com to get free photos you would like for us to use on your website.
 - a. You can also go to Stock.Adobe.com to sign up for an account and get 10 free photos. Just be sure to cancel your payment method after collecting your 10 free photos, or you will be charged in 30 days. Stock.Adobe.com has the best photo options!
14. Do you have a promo video you want displayed at the top of your page? If so, send the YouTube link to Info@ETransformInternational.com
15. Any videos you want included on your website, please be sure to upload them to your YouTube channel and send me the YouTube links. Send links to Info@ETransformInternational.com

Contact Page

1. What email do you want displayed on your contact page?
2. What email do you want your contact form to submit emails to?
3. What phone number do you want displayed on your website page?
4. What blanks do you want people to fill out on your contact page?
 - a. Example: Name, Email, Subject, Message, etc.
 - b. You can also have check box options
 - i. For example: Check the boxes of interest...
 - c. You can also have a date picker
 - i. For example: What is the best day for us to have a meeting?
 - d. You can also have a time picker
 - i. For example: What is the best time of day to call you?

Product & Service Set Up:

Answer each question below for each product.

1. What is the name of the product or service?
2. What is the description of the product or service?
3. How much is the product or service?
4. Send product photo and all other product and service details to Info@ETransformInternational.com
5. What message do you want sent to your customer after purchasing your product?
 - a. Example: *Congratulations on taking action! I will be reaching out to you within 48 business hours to set up our time together. Meanwhile, if you have any questions, please email me at...*
6. Do you want this product or service in a specific category? If so, what do you want the category titled?
7. Do you want people to be able to leave reviews on this product or service?

Email Funnel Set-Up

1. Do you use Mailchimp? If so, we can help!
2. What is your Mailchimp log in credentials?
3. What name do you want us to use to set up your email list?
4. What is the title of the email funnel you want us to set up? (NOTE: We do not create the emails, just set it up for people to opt in from your website. You can [CLICK HERE](#) to hire us to create your emails.)
5. What photo do you want us to use for your opt in header? (Please send this info and photo to Info@ETransformInternational.com)

Virtual Gift Basket

1. What 3 items do you want to give away in your virtual gift basket?
 - a. Example: PDF of your book, or 2 chapters of your book / Video Lesson(s) / PDF how to... / Access to your private group / etc.
2. Send your virtual gift basket to Info@ETransformInternational.com and include photos, descriptions, and content to give away. Example: YouTube links, PDF files, etc.

Setting Up Stripe For People To Purchase Your Products:

(These are all questions Stripe ask, and that is why we ask.)

1. What email would you like for me to set up your stripe account with?
2. What password would you like for me to set up your stripe account with?
3. What is your business' physical address?
4. Do you want your business address displayed on customer receipts?

5. What is your business phone number?
6. What is your business email address?
7. What is your EIN number?
8. What are the last 4 digits of your SS#?
9. What is your checking account number?
10. What is your checking route number?
11. When is your birthdate?
12. Write 2 to 3 sentences for your business description.
13. Is your business an LLC?
14. What is your job title?
15. How long does it typically take for your customers to receive their goods and services after they pay?
16. How would you like your business name to appear on customer receipts?
17. How much do you want to charge for standard shipping within the U.S.?
18. Do you want to ship outside of the U.S.? If so, what do you want to charge for shipping outside of the U.S.?
19. How much do you want to charge for tax on products?
20. Do you want your stripe account to have a two-step authentication when signing in from a new device?