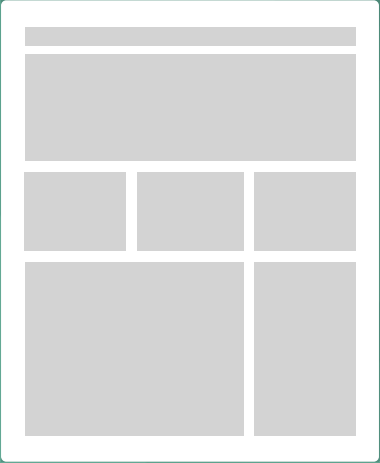


# SMARTLY DONE WEBSITES PRE-MEETING CHECKLIST

Get the most out of your two hours of customization time.



01

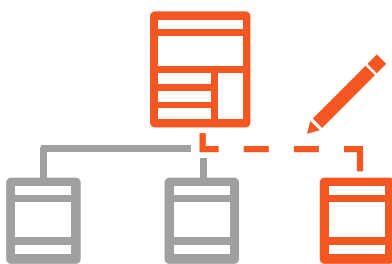
## DEMO THE WEBSITE



Before your design meeting, look through the test link and take note of any changes you'll want to make.

02

## PLAN YOUR SITE MAP



Make a list of pages you want to have on your website, such as About, Services, and FAQs.

[Here's a helpful video.](#)

smartly-done-websites-demo-link

Professional  
SERVICES COMPANY

ABOUT USBLOGCONTACT US

03

BRING YOUR LOGO

The "Professional Services" logo on the test website will be replaced with your logo.

04

PICK OUT COLORS

Keep the color scheme of your chosen design or pick different colors to suit your needs.

05

abc

PICK OUT FONTS

Use Google Fonts to choose typefaces for your headers and body text that match your design.

HEADER

This is sample body text. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

06

REMOVING SECTIONS

Consider which sections on the home page you need and which you may want removed.

07

REARRANGING SECTIONS

Think about the flow of the home page and if you want to change the order of the sections.

08

YOUR BLOG PAGE

If you plan on using this feature, review the blog page and note any changes you would like.

## RECAP

01. Open the test link and look at the demo site.

02. Plan your sitemap.

03. Bring your logo.

04. Pick out your colors!

05. Pick your fonts!
06. Do you want to remove any sections?

07. Do you want to rearrange any sections?

08. Do you plan on having a blog?