



STUBBORN IBEX STUDIOS

Client Website Prep Checklist

The 10 most important things to send first so we can start quickly.

CLIENT _____

WEBSITE _____

LAUNCH DATE _____

CLIENT NOTE

Check off what you already have. It is okay if something is missing - send what you can now.

01



Business basics

Business name, best contact person, email, phone number, and business address if you want it shown.

02



Logo and brand files

Your logo, brand colors, fonts, or any examples that show the look you like.

03



Website address

Your domain name if you already have one, plus access or an invite if we need to connect it.

04



What you do

A short description of your business, who you help, and what makes you different.

05



Main visitor action

The most important thing visitors should do: call, book, buy, request a quote, or send a message.

06



Pages needed

The pages you want included, such as Home, About, Services, Gallery, Reviews, FAQ, and Contact.

07



Services or products

Your main services, packages, products, starting prices, or anything clients should know before contacting you.

08



Photos and media

Photos, videos, team pictures, project images, or any visuals you want on the website.

09



Proof and trust

Reviews, testimonials, awards, certifications, press, guarantees, or client logos we can show.

10



Timeline and approval

Important dates, must-have deadlines, and who will review and approve the website.

NOTES