

Google Business Profile- CLIENT INFORMATION CHECKLIST



Please provide the following details to help us create or optimize your Google Business Profile:

■ BASIC BUSINESS DETAILS

- Business Name:
- Business Category: (e.g., Bakery, Digital Marketing Agency, Hair Salon)
- Full Business Address: (Include street, city, state, and PIN code)
- Phone Number:
- Website URL:
- Business Hours: (List opening and closing times for each day)
- Business Opening Date (Month/Year):

■ BUSINESS DESCRIPTION

- Short Description (up to 750 characters): (What does your business do? Unique selling points, services, etc.)

■ PHOTO & MEDIA

- Business Logo
- Cover Photo
- Interior/Exterior Photos (if applicable)
- Product/Service Photos
- Team or Work-in-Progress Shots (optional)

■ SERVICES OR PRODUCTS

- List of services or products offered: (Include name, brief description, and price if possible)

■ ADDITIONAL DETAILS (OPTIONAL)

- Service Areas (if you serve multiple locations):
- Social Media Links:
- Special Attributes: (e.g., Women-led, Pet-friendly, LGBTQ+ friendly, Wheelchair accessible, etc.)

■ GOOGLE VERIFICATION

- Preferred method (if available):

- ☐ Postcard
- ☐ Phone
- ☐ Email