

Website Onboarding Checklist

- Invoice client and get DocuSign contract signed
- Add client details to Monday.com CRM
- Assign onboarding task to onboarding specialist
- Assign website copy to copywriter
- Send copy and creative assets to designer
- Designer creates website. Schedule in person or virtual review with client.
- Once approved, connect domain to Flywheel and set up SSL.
- Set up Google Analytics
- Set up Google MyBusiness listing, if applicable
- Set up performance tracking through Swydo