

Google My Business Checklist

| 1. | Info | | Who | Date |
|-----------|---------------------|--------------------------|-------|-------|
| | Company name | <input type="checkbox"/> | | |
| | Business category | <input type="checkbox"/> | | |
| | Address | <input type="checkbox"/> | | |
| | Service Area | <input type="checkbox"/> | | |
| | Opening Hours | <input type="checkbox"/> | | |
| | Special Hours | <input type="checkbox"/> | | |
| | Opening Date | <input type="checkbox"/> | | |
| | Description | <input type="checkbox"/> | | |
| | Services | <input type="checkbox"/> | | |
| | Products | <input type="checkbox"/> | | |
| 2. | Posts | | | |
| | Event | <input type="checkbox"/> | | |
| | Offer | <input type="checkbox"/> | | |
| | Products | <input type="checkbox"/> | | |
| | Book | <input type="checkbox"/> | | |
| | Order online | <input type="checkbox"/> | | |
| | Buy | <input type="checkbox"/> | | |
| | Learn More | <input type="checkbox"/> | | |
| | Sign Up | <input type="checkbox"/> | | |
| | Call Now | <input type="checkbox"/> | | |
| 3. | Website | | | |
| | Create if necessary | <input type="checkbox"/> | | |
| 4. | Messaging | | | |
| | Enable Messaging | <input type="checkbox"/> | | |
| 5. | Photos | | | |
| | Cover Photo | <input type="checkbox"/> | | |
| | Logo | <input type="checkbox"/> | | |
| | Team Photo | <input type="checkbox"/> | | |
| | Interior Photo | <input type="checkbox"/> | | |
| | Exterior Photo | <input type="checkbox"/> | | |
| | Art Works | <input type="checkbox"/> | | |
| | Products | <input type="checkbox"/> | | |
| 6. | Videos | | | |
| | Introduction Video | <input type="checkbox"/> | | |
| | Promote items | <input type="checkbox"/> | | |
| | Interior Video | <input type="checkbox"/> | | |
| | Exterior Video | <input type="checkbox"/> | | |
| | Products | <input type="checkbox"/> | | |
| 7. | Users | | | |
| | Add Owner | <input type="checkbox"/> | | |
| | Add Primary Owner | <input type="checkbox"/> | | |
| | Add Manager | <input type="checkbox"/> | | |
| | Add Site Manager | <input type="checkbox"/> | | |