

SUPPORT TEAM - SUPPORT@TASTEMDM.COM  
PRODUCTION TEAM - ORDERS@TASTEMDM.COM  
WWW.TASTEMDM.COM

# SHOPIFY | ECOMMERCE SITE

## PLANNING CHECKLIST

### THEME SELECTION

Please keep in mind all the requirements of your website (shop, layout, uses, etc.), choose a theme through the following link. Please note that some themes are free while others are paid, the price is mentioned with each template:



<https://themes.shopify.com/>

Please be sure to forward at least 2 links to other sites that you like to serve as inspiration. **THIS IS A CRUCIAL PART OF THE DESIGN PROCESS!** Skipping this part will cause a delay in your order! In short, the process is much more difficult and time consuming if our designers do not hear a clear understanding of your design request, it will cause unnecessary delays in production and restrict our ability to create for you.

## SHOPIFY (PLATFORM) SUBSCRIPTION

Please make sure you have created your own SHOPIFY account and selected the monthly subscription that will work for you. Once the site design is finished, we will transfer ownership of the site to this account. Please be sure you have created and saved the following info in order to share with us as needed:

\*USERNAME

\*PASSWORD

\*SHOPIFY SHOP NAME

You may find more info on creating an account at <https://www.shopify.com/signup>

## DOMAIN PURCHASE

Please be sure that you have purchased your website domain (this is essentially the name after "www." that people will search to find your site).

**IT IS CRUCIAL THAT YOU PURCHASE THIS AS EARLY AS POSSIBLE!** Failure to do so may result in the name being unavailable, which can cause delays in publishing your final site.

You may purchase the domain from any site that you choose, we recommend the following:

<https://www.wix.com/domain/domain-name-search>

There are affordable domain options on GoDaddy as well.

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Please be sure to share the following with us:

\*Domain provider website link

\*Login username

\*Password

## WEBSITE DATA

This is often the most common cause for delays! In order to build a successful site, we must have as much data from you as possible! Unless copyright services are purchased, Taste is NOT responsible for writing or fabricating content. Any areas in which content has not been provided (including picture and text) will be left blank. Please provide the following information:

### REQUIRMENT I: PRODUCTS

\*Products Categories and subcategories

\*Products pictures, descriptions and prices

\*Featured products names

\*New arrival products names

### REQUIRMENT II: SLIDER BANNERS

Please let us know what you want in the slider/header of your homepage.

If you can share inspirational links to an existing design, we can follow that design for you as well. **PROVIDING A VISUAL EXAMPLE IS CRUCIAL.** It will allow us to have a thorough understanding of what you want.

### REQUIRMENT III: PAYMENT METHOD

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Please mention your payment method and share the login details with us. Please specify each payment method that you would like to use to avoid confusion in the future.

#### **REQUIRMENT IV: CONTACT DETAILS**

Please share an address, phone number, email, or anything other related to contact information. THIS IS TO BE DISPLAYED ON YOUR WEBSITE, it is different from your personal contact information.

#### **REQUIRMENT V: FOOTER CONTENT**

Please share the following content:

\*FAQs

\*Return Policy

\*Any other policies

#### **REQUIRMENT VI: SOCIAL MEDIA PRECENCE**

Please provide links/url to your social media accounts.

\*Facebook

\*Instagram

\*LinkedIn

\*Twitter or others

## **REQUIRMENT VII: OTHERS**

Please provide the following;

\*Logo PNG file

\*Theme colors

\*Please forward as much content in one email as possible, if you would like to request that a google drive folder be created instead, please email our production team with a request. A folder will be created on your behalf, and a link will be forwarded to you.

Website designs may take anywhere from 4-8 weeks (depending on the scope of work). Please keep this in mind as we work to create for you! Rushing the process will likely cause a negative impact on the final result (missing content, non working links, errors in content writing, etc.), for which Taste can not be held responsible.

Thank you so much for trusting us with your brand! Do not hesitate to reach out with any questions!