AI MACHINE SOLUTIONS · FREE SAMPLE · US LETTER

Website & Google listing foundations

Business name (exactly as it should appear):

Public address or “service area only”:

Phone (the one you will actually answer):

BEFORE THE SITE IS “DONE”

- ☐ Name, address, and phone are identical on the site and in Google
- ☐ Domain, hosting, and Google account logins are in an account the business owns
- ☐ The homepage says what you do, where, and how to call or write
- ☐ Services or offers are honest; no invented awards or years
- ☐ The site is readable on a phone; the call button is easy to tap
- ☐ Hours match the door and the Google profile (or it is clearly appointment-only)

GOOGLE BUSINESS PROFILE

- ☐ I searched for an existing listing before creating a new one
- ☐ The profile lives in a Google account the business controls
- ☐ The primary category is what we actually do (no keywords in the name)
- ☐ Photos are ours, not borrowed
- ☐ I will complete the verification method Google offers, and I will not open a second listing while I wait
- ☐ I will not buy reviews or offer a discount for a star rating

Date started _____ Date I am willing to call this done _____ Initials _____

Confirm current Google steps at business.google.com. Setup does not guarantee rankings, calls, or reviews.

Free sample from AI Machine Solutions. Not the full paid file. Personal or single-business use. Do not resell.