Google My Business Checklist

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



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