



GOOGLE BUSINESS SETUP CHECKLIST

- ☐ **STEP 1 - CONFIRM YOUR ADDRESS IS CORRECT**
- ☐ **STEP 2 - CHECK YOUR BUSINESS HOURS**
- ☐ **STEP 3 - MAKE SURE YOUR BUSINESS CATEGORY IS CORRECT**
- ☐ **STEP 4 - ADD PHOTOGRAPHS (CHOOSE ATLEAST 3)**
 - ☐ A photo of yourself or your key staff (SMILE!)
 - ☐ Your facility, retail or reception area
 - ☐ Photos of customers being helped
 - ☐ Any photos that show off your services
- ☐ **STEP 5 - MAKE A 360 DEGREE VIRTUAL TOUR**
- ☐ **STEP 6 - WRITE A BUSINESS INTRODUCTION**
- ☐ **STEP 7 - ACCEPTED PAYMENT TYPES**
- ☐ **STEP 8 - ASK FOR REVIEWS FROM CUSTOMERS**
- ☐ **STEP 9 - RESPOND TO EVERY REVIEW - GOOD OR BAD**
- ☐ **STEP 10 - POST TO YOUR GOOGLE+ PAGE**