

6. The service page lists the special service you offer in your store. We need to know all the services you want to promote in your store.

- Cabinet Design
- Carpet Cleaning Rental
- Chain Saw Chain Sharpening
- Deck Design
- Delivery
- Engraving Service
- Extension Cord Repair
- Full Line Of Fasteners
- Plexiglas Cutting
- Gas an Wood Fireplace Installation
- Glass Cutting
- Hardwood Floor Installation
- Kerosene Heater Repair
- Key Cutting Standard Keys
- Key Cutting Transponder Keys
- Keyless Remote Battery Tester
- Lamp Repair
- Lawn Equipment Repair
- Lawnmower Blade Sharpening
- Paint Color Matching
- Pipe Cutting
- Pipe Threading
- Pool Chemical Testing
- Professional Advice
- Propane Exchange
- Propane Tank Filling
- Re-Key Locks
- Rug Doctor Carpet Machine Rental
- Rental Center
- Screen Repair
- Small Appliance Repair
- Small Engine Repair
- Small Plumbing Repair
- Special Orders
- UPS Shipping
- Watch Battery Replacement
- Window Repair
- Wire Shelving Installation

List any additional services here:

1. Your general company email: _____

2. Hours of operation: Mon. _____ - _____

Tue. _____ - _____

Wed. _____ - _____

Thr. _____ - _____

Fri. _____ - _____

Sat. _____ - _____

Sun. _____ - _____

1. Technical Contact Name (Key contact person, who will administer the website)

2. Birthday of Technical contact. ____/____/____

3. Technical contact's Mother's maiden name: _____

4. Login Information:

Username : _____

Password : _____

Website search engine & social network customization

Business Description Example: *Merrilees Hardware locally owned hardware store servicing the Milan, Bright, and Cleves Communities. We pride ourselves on service, selection, and fair pricing.*

Business Description:

Keywords & Key Vendors for search engines (words that people would use

to search for your store on a search engine like Google, Yahoo, Bing, etc.)

Example: Case Knives, *Merrilees hardware store, Cleves hardware store, Bright hardware store, Milan Hardware store, hardware store, hardware retailer, hardware shop, hardware shops, hardware stores, home hardware, home repair*

Do you currently have an existing website: Yes No.

(If Yes, Existing website name):

http://www._____

• If Yes, will this ecommerce website be replacing your existing website: Yes No

Do you currently have a Facebook Business Page: Yes No

Do you currently have a Twitter Page for your business: Yes No

Do you offer delivery: Yes No

• If yes, what is your delivery radius: _____ miles?

What is the next closest city you service? _____

Please list your payment options:

Cash Check Visa Master Card Discover Card

PayPal Google Pay

Other _____, _____, _____, _____

Please list any professional affiliations, such as BBB or Chamber of Commerce:

What year was the business established: _____

What year was it purchased by the current owners: _____

Is there anyone who can speak another language: Yes No

If yes, what languages are available: _____

Is the store wheelchair accessible: Yes No

Pictures of the outside and inside of the store are very helpful for use with Social Marketing. Please send all the images to Chris Collins at ccollins@househasson.com

Ecommerce Website Process Outline:

1. Sign up for an ecommerce website.
2. Sign up for ad-viewer (Circular Program).
 - <http://hhhleadingedge.com/wp-content/uploads/2014/11/Custom-instant-ad-signup-2015.pdf>
3. Fill out and fax or email Search Engine Optimization forms. (This Form)
4. Email logo and/or images to be used on the website.
5. Sign up for Paypal Payments Advanced Merchant account.
6. Email Chris Collins with Paypal information (For Paypal Store customization).
 - a. Confirm email address.
 - b. Add bank account.
 - c. Verify bank account.
7. Train with Kim Gibbs on using ad-viewer.
8. Train on how to use the website management area (The Dashboard) of your website.