

Google My Business Checklist



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