

Google Business Profile Information Sheet

During our call to set up your Google profile, we'll need details about your business to make it as informative as possible. We can always add/update these details later, but I strongly suggest trying to get as many of these details in place at the start.

Please take a few minutes to look over the list below and have as many of the lines filled in or handy as possible.

Things to gather:

- Company Logo in electronic format (JPG, PNG)
- Photos of your offices, the exterior of your office/building, working on client projects, personnel. Even short 30-second videos showing ongoing work.

Information to collect:

<i>Item</i>	<i>Answer</i>
Website Address	
Street Address (if people visit your location)	
Office Phone Number	
Online Booking Link (if you have one)	
Hours of operation	
Starting date for your company	
List of towns, counties where you typically find customers (5-10)	
List of questions people typically ask on the phone or in person (e.g. what kinds of payment or insurance you accept, do you need an appointment, do you have a bathroom, etc.) and the answers	
A short bio about your company, what it does, who it does it for, what makes you different or special	
Special Features of Your Office (handicap access, for example)	