## Pluga-site

## **Content & Details Upload Guide**

## 1<sup>ST</sup> Text us your name & given customer code

Then follow with the following details & files...

- 1. Name/Company Name: Provide the name you want as your Profile name.
- 2. Venture Description: Briefly explain what you do or sell.
- 3. Contact Numbers: Include WhatsApp and call contact numbers (Example-below).
  - WhatsApp: 0793795379
  - Call: 0657371848 - Call: 0764473417
- 4. Email Addresses: Provide one or more email addresses (Example-below).
  - Email: blossomvelde@gmail.com
  - Email 2: plugasite@gmail.com
- 5. Social Media Handles: List your social media usernames (Example-below).
  - Facebook: Messy P
  - Instagram: Messy\_PTikTok: Messy P
  - LinkedIn: Messy P
  - And so on...
- 6. Optional Detailed Description: Share more about yourself, history, and experiences.
- 7. Profile Image (Optional): Upload a logo or image. Label as 'Profile-Picture/PP'.
- 8. Cover Image: Upload or request us to select one.
- 9. Best 10 Pictures: Upload 10 images representing you.
  - Include optional captions for each picture.
- 10. Product Images & Descriptions: For each product:
  - Upload product image.
  - Use image caption for product description & price.
- 11. Service Details: For each service you offer:
  - Specify service, price, and description.
  - Include images if possible.
- 12. Music Links: If you have music on platforms:
  - Provide streaming platform profile links or individual track links.

You can continue requesting to add or remove any details/metadata any time you wish to make updates until you decide to cancel your subscription and pluga-site.

Note: If more info is needed, we'll reach out to you and specify, thanks for now...