Marketing –

* facebook - Create page - need examples?
* Company Email - use a gmail or own server? 123???
* gumtree - free ads?
* ebay? - paid ads?
* own website - needs completed.
* Portfolio – Needs created. Gallery on site? Own page/catalogue?
* Google adwords
* Whats available local? – local businesses.
* linkedIn

Emails - Asking for info/initial quote?

* Design
* Colour scheme
* Logo
* Requirements
* e-commerce
* Budget?
* Web App or App?

Post Completion –

* Feedback
* Thoughts
* Comments/reviews – amazon reviews?

Site specifications document (to be created + reviewed)

* New design and branding? – styling and design
* Brief description, intended audience/customers.
* Navigation and menus
* Main page content – Transfer or new?
* Blogs/social media
* Images
* Contact forms
* SEO
* Hosting
* Maintenance and support
* Other requirements
* Exclusions
* Functionality – mob/tablet etc.

Pricing – tbd.