# Trueform Renovations & Landscape Design

**Google Business & Gmail Setup Instructions**

**1. Set Up a Google (Gmail) Account**

1. Go to: [**https://accounts.google.com/signup**](https://accounts.google.com/signup)
2. Enter your **first and last name**
3. Choose a professional username (e.g., [trueformrenovations@gmail.com](mailto:trueformrenovations@gmail.com))
4. Create a **secure password** and confirm it
5. Click **Next** and complete the phone/email verification
6. Add **account recovery options**, accept the terms

**2. Set Up Google Business Profile**

1. Visit: [**https://www.google.com/business/**](https://www.google.com/business/)
2. Click **“Manage Now”** and log in with your Gmail
3. Enter business name: **Trueform Renovations & Landscape Design**
4. Choose a business category: *Contractor*, *Deck Builder*, *Landscaper*, etc.
5. Add your **service area**: *Peterborough, Kawarthas and GTA East*.
6. Input your **business phone and website**
7. Choose **postcard or phone verification**
8. After verifying, **optimize your profile**:
   * Upload **logo**, **photos**, and **banner**
   * Add a rich **business description** with SEO keywords
   * Set hours, payment types, and services
   * Request and respond to **Google reviews**

**3. Optimize Visibility**

* Add **at least 5 professional photos** of your work
* Post updates regularly (e.g., current promotions, project milestones)
* Encourage **satisfied clients to leave 5-star reviews**
* Always **respond to reviews** to show professionalism
* Keep hours, services, and location **up to date**

**4. Set Up Branded Email (Optional)**

If you own a domain like trueformrenos.ca:

1. Go to: [**https://workspace.google.com**](https://workspace.google.com)
2. Click **“Get Started”**
3. Set up a branded email like [info@trueformrenovations.ca](mailto:info@trueformrenovations.ca)
4. You’ll access Gmail, Calendar, Drive, Docs, and more under your domain