

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

Implemented by: \_\_\_\_\_

Homepage Design

Inner Page

Implementation

Deployment

## General

1. Have you created an Editor user for the client and recorded the details?
2. Have you put the client's email address in the General Settings?
3. Has the website copy been added?
4. Are the social media links going to the correct address?
5. Have you updated and tested the templates for 404.php and index.php?
6. Does the site display correctly on mobile devices? (iOS and Android)
7. Is the drop down menu styled and functioning correctly for all browsers?
8. Are all active states implemented for buttons and links?
9. Do all external links and files/PDFs open in a new tab?
10. Are all links on the site working as intended?

*(Confirm with team leaders if you are unsure about unknown link actions)*

## Gravity Form

1. Have you tested all forms and are they pointing to the correct email?
2. Have you styled the date field's datepicker? *(if applicable)*

## NextGEN Gallery (if applicable)

1. Have you updated the "Roles" setting to Editor?
2. Have you changed Gallery Options -> Effects to Fancybox classes and rel?
3. Have you enabled "Next" & "Previous" buttons for gallery groups?

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**Newsletter (if applicable)**

1. Have you created a Gravity Form for newsletter sign up?
2. Have you created a Campaign Monitor account for the client?
3. Have you connected the form to the client's Campaign Monitor account?
4. If there's no design provided, have you setup a simple newsletter template?

**Advanced Custom Field (if applicable)**

1. Are all Custom Fields styled as "Standard Metabox"?
2. Have you hidden all unnecessary metaboxes in the Field Group?

(e.g. Excerpt, Slug, Tags, etc.)

**WPEC Product Catalogue (if applicable)**

1. Have you updated and styled the search result page?
2. Is the "Category Image Resizer" plugin activated?
3. Have you set the correct image dimensions for product thumbnails?
4. Have you stripped tags & shorten product description in product listing?
5. Are all products aligned in a row in the product listing page?
6. If there's shopping cart, have you activated & styled Fancy Notifications?
7. If there's shopping cart, have you enabled

"Shipping Same as Billing Option" in the store checkout settings?

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## WooCommerce (if applicable)

1. Have you updated and styled the search result page?

2. Have you cleared all transient data?

*(WooCommerce -> System Status -> Tools)*

3. Have you checked the System Status to see if all settings are correct?

*(Red color is bad)*

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