

# *Creative Mindset*

ITS A WAY OF LIFE BEYOND IMAGINATION

IG: [CREATIVEMINDSETLA](#)

[WWW.CREATIVEMINDSETLA.COM](http://WWW.CREATIVEMINDSETLA.COM)

**Thank you for your interest in working with  
Creative Mindset LA.**

**We would love the opportunity to bring your  
vision to life!**

**BELOW IS A STANDARD LIST OF ITEMS THAT ARE NEEDED  
TO COMPLETE A WEBSITE**

\*\*\*We will need all required info within 3 business days after payment is received for a

**STANDARD TURNAROUND of 7-14 BUSINESS DAYS.\*\*\***

IF ALL INFORMATION IS NOT SUBMITTED WITHIN 3 BUSINESS  
DAYS, YOUR TURNAROUND TIME WILL BE DELAYED

**DOMAIN NAME**

www.yourbrand.com

**HOSTING ACCOUNT LOG-IN INFORMATION**

If you would like to update an existing website, please provide us with your login information.

If you need assistance choosing a hosting service, let us know, we would happy to help you.

**IMAGES**

Please send all images for your website to [creativemindsetla.com](mailto:creativemindsetla.com)

A PROFESSIONAL PHOTO SHOOT IS RECOMMENDED.

High Quality images will make your pop! There is an additional fee if we provide stock images for your website.

## **PRODUCT INFORMATION**

If you sell any products, please provide us with your product images;

- o the name of the product
- o the product description (if any)
- o the product price
- o color options

IF YOUR PRODUCT IS CLOTHING, SHOES, ETC.,

Please be sure to send us the colors and sizes that you offer for each item.

ONCE WE ENTER YOUR PRODUCTS, WE WILL NOT CHANGE THE INFORMATION, so please be sure that the information is correct.

## **SHIPPING PRICES (Optional)**

If you have shipping prices, you can:

-list them as flat rates (for example, you can charge \$6 for standard shipping and/or \$15 for rush shipping);

OR

-list the shipping prices by weight (for example, you can charge \$5 for anything under 2 lbs and \$10 for everything over 2 lbs);

OR

-list the shipping prices based on total amount spent (for example, shipping is \$9 for purchases up to \$50 and purchases that are \$50 & over are free).

Please let us know which shipping option would be best for your merchandise.

## **YOUR PAYPAL EMAIL ADDRESS**

To receive payments

## **LIST OF BOOKING SERVICES**

If you provide services and/or consultations, please send us the following info.:

- o the name of each service
- o the cost of each service; the required deposit amount (if any)
- o the length of time it takes to perform each service
- o your hours of operation o contact info

## **BUSINESS EMAIL ADDRESS**

For customer contact & where you want to receive all your notifications

## **BUSINESS CONTACT NUMBER**

(Optional)

## **BUSINESS LOCATION**

(Optional)

## **STORE POLICIES**

Such as return/refund info., turnaround times, etc.

## **FAQ's**

FAQ are the most anticipated questions that your customers will have & your answers to those questions

## **SOCIAL MEDIA LINKS**

If you would like social media accounts integrated with your site, please send the link to your social media pages.

For example, my Instagram link is: [instagram.com/CreativeMindsetLA](https://www.instagram.com/CreativeMindsetLA)

Bonus! Would you like your Instagram live feed on your home page  
(Your Instagram posts will show on your website in real time)

Please provide us your Instagram username & password to activate the live feed.

We can walk you through this step at a later time, if necessary.

**If you have any questions or would like a free consultation, please contact us at [creativemindsetla@gmail.com](mailto:creativemindsetla@gmail.com) or [www.creativemindsetla.com](http://www.creativemindsetla.com)**

**We look forward to working with you!**