



Welcome to the Studio!

Welcome to my family! I am so excited and honored to help you grow your business!! Below is a list of the requirements I will need from you before your Email/ Text Marketing Service can begin.

- 1. How did you hear about us?**
- 2. I will be sending weekly reminders the day before your Marketing needs to be published. Please supply your Cell Phone Below**
(Content is required 24 hours before your content is due to be published. If Content is not received by the 12pm EST the day of we will pull items from you website)
- 3. Please supply your Website Link and all Social Media Handles: If you signed up for Social Media Marketing: Please add me as an admin to your groups.**
- 4. Do you offer your customers Sezzle or AfterPay?**

5. **Email Marketing. Please supply me with your Platform. Please be sure your host is synced to your website! (Some examples of Platforms: Mailchimp, Klaviyo, Constant Contacts)** *Mailchimp & Shopify users: Please supply me with the email you signed up & website link. I will then send you a portal request All other host - Please send me an invite using email boutiquemarketingstudio@yahoo.com*

6. **Authenticating your Email Platform** By putting DKIM and SPF records in place and authenticating your emails, you can protect your brand and help your emails successfully reach the inbox. You can help prevent email fraud, improve your email deliverability, and ensure continued delivery. Email authentication is the key and we are here to help! Please supply us with the information below and we will take care of the process for you!

Please supply us with the link to your host (Some examples are GoDaddy, Google Domains, bluehost, and HostGator

Please supply your login and password:

7. **Text Messaging. If you sign up for my text messaging services, Please supply me with your host.** *If you have postscript I will send you an invite for your backend!*

8. **Social Media Marketing. If you signed up for SMM please supply your Instagram Login- I will then need you to assign me a role on your Facebook Page and/or Group**

9. **If you have a storefront. Please provide your location(s) and business hours.**

10. **Please supply me with the Day(s) and Time(s) you want your marketing to be published. Please list your time zone.**

ADDITIONAL INFORMATION

**Logo. Please email me a PNG of your Logo. I will also need the name of your font and your color codes. (If you have a paid font, please supply me with the file)*

**Please be sure I have your email, phone, and a good shipping address on file for you. (I do like to send my clients goodies throughout the year.)*

**Content: I will need all Marketing Content 24 hours before your content is due to be published. Please add my email to your safe list: Info@boutiquemarketingstudio.com*

Please be sure you add my contact information to your phone and email!

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