



### **Shopify Store - Requirements from Client**

1. **Company details:** Company name, address, telephone number and email address. We also need the following specifically please:

- Store owner name and email address
- Generic business email address (eg: info@xyz.co.za)

2. **Product information:** We need as much information as possible here. The more, the better your site will look and the more we'll have to work with.

If you could send us the following specifically:

- A spreadsheet of all product info (product name, price, SKU, description, variants etc)
- A shared folder with product images clearly labelled with product name or sku, or a spreadsheet with links to product images on an image repository or something similar.

3. **Branding & Corporate Identity files:** Please can you also send over any branding or corporate identity related files. We obviously need this to convey your brand through the website. We can incorporate anything you have including logos, fonts, banner images. It may be easier to share a Dropbox or WeTransfer link to deliver that to us as these files can be quite big.

4. **Payment gateway merchant credentials & Bank Details:** Please can you send over any payment gateway merchant credentials that you have, so that we can integrate payment methods into your Shopify store.

Currently Shopify supports the following payment gateways:

- PayStack (preferred),
- PayFast
- PayGate,
- Peach Payments,
- Zapper,
- PayJustNow,
- OZOW.

You can register accounts with most of these providers very quickly, but let me know if you have any questions around this.

Please also give us your company bank details so that we can add these as a manual payment method to your store for customers to pay directly into your bank account.

5. **Shipping info:** Please send us the shipping/delivery charges you are going to send to charge your customers. Our tip would be to make it as affordable as possible by building an extra amount into your product prices and try to keep it under R65 if you are going to be charging, but we can configure almost anything you need.

6. **Copy & Content:** Please can you also send us whatever copy you have for us to put on the site. Things like your story, who you are, and how the business started will be super beneficial. Also, if you could give us an indication of what your refund policy is, & how you handle returns, that will be great. If you have any videos, blog posts or audio content you can send over to incorporate, please send that over too and we'll get to adding that.

7. **Domain details:** Towards the end of your build we will need to connect your domain, and we will need you to change some DNS records on your domain to do this. We prefer if you do this for us, but if you're not sure how to do this, we'll happily assist. Please just make sure that you have access to your domain on the DNS management side.

8. **Example websites:** If you have seen examples of similar websites that you like, please do let us have the URLs and we'll happily try to incorporate as much of the design as possible.