CONTACT US PAGE CHECKLIST

Make it easy for your customers to contact you in a way that is convenient for them.

Create a special "Contact Us" page, include your details in "About Us" page and also at the bottom of each page.
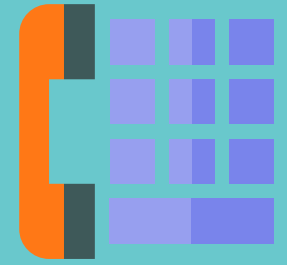
INFORMATION TO INCLUDE:

• Contact form

• Email address(es) for different departments or contacts

• Telephone number(s)

• After hours / emergency number

• Links to booking calendar if appropriate

• Live chat

• Links to social networks

• Location Map(s)

• Business hours

• Street address or mailing address

• Links to request a refund

• Skype details