



WEB SITE FINALISATION CHECK LIST

Customer: _____

Domain: _____

No	Check	Done
1	Spell check, site read proofing – all pages	
2	Site wide links check both internal and external links	
3	HTML validation, CSS and Access validations	
4	Check all title tags	
5	Search engine optimisation – home page	
6	Search engine optimisation – key pages	
7	Index.htm – key words and descriptions meta tags	
8	ICRA rating certificate done	
9	Submissions to search engines	
10	Forms have been tested	
11	Robot tags set in each page and robots.txt uploaded to root of web server Favicon produced and uploaded	
12	All images have ALT statements	
13	Document Type declarations on all pages	
14	Check the site for accessibility requirements	
15	Site tested by an external web designer	

I have completed all the above checks

_____ Web designer

Date _____

Explanations: see www.webworkerskitchen.co.uk/websitefinalisation/



B2B Web Consultants is part of Café Networks Limited