

Client Onboarding Questionnaire on Google Business Profile

General Business Information

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About Your Business

1. *What is your business name?*
2. *Do you have images that we can use to upload to your Google Business Profile?*

No	Business Images	Mark 'I' if you have the images
1.	Business Logo	
2.	Business Cover Photo	
3.	Business Location/Shop/Store Photos	
4.	Business Product Photos	
5.	Photos of Your Team	

Side Note: The recommended dimensions for all Google Business Profile images are 720px wide by 720px tall (except for cover photos which are 1024 x 576), between 10 KB and 5 MB, and in JPG or PNG formats. Please send these images to xxx@gmail.com

3. What is your business type? E.g., online retail, local store, service business, etc.

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4. *What is your website link if you own an online store?*
5. *[Optional]Do you have a business description such as a summary of 'About Us' or brief messages from the founder(s)/CEO?*
6. *[Optional]What is the opening date of your business?*
7. *What is your business category(s)? Do provide your answer(s) if you have more than one business category that should be relatable to one another. E.g., digital marketing agency and healthcare, retail and food and beverages, etc.*
8. *What is your current and most up-to-date business address?*

Country:	
Street Address:	
Village/Township:	
Postal Code:	
City:	
State:	

9. *If you own an online retail business, do you want to add the address above on the Google Business Profile where your customers can visit your local store or office? Please ignore this question if you have a physical location where you want your customers to visit.*
10. *Does your business provide services or products outside your physical location? E.g., Deliveries or remote visits.*

11. If you provide services or products outside your physical location, which country do you serve and where? E.g., Kuala Lumpur, Malaysia

Business Contact Information

12. What is your business email address for notification and verification purposes?

13. What is your business contact phone number?

Business Services/Products and Opening Hours

14. What is your business opening hours?

Days	Opening Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

15. [Optional] If you have specific services that require specific hours within opening times such as delivery times, drive-through, takeaway, lunch, dinner, or happy hours, please state the hours below. Ignore this question if you do not provide specific services.

Days	Type of service(s)	Specific Services Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		



Sunday		
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16. *Does your business require appointments to be scheduled in advance?*

17. *[Optional] Do you have service options? E.g., offers online appointments.*

18. *Does your business provide any additional custom services to your customers? If your answer is yes, please provide the pricing details (if any) and a description of the service.*