Instructions

Begin here, get started with any **bizGadgetz™** (bizGadgetz Lite, bizGadgetz Pro, CatiLogic Express, GigNetz, iToolbeltz, Smart Project) or any application ***powered by bizGadgetz.***

First of all, relax. This process asks a lot of questions about your business but only a few are required. You can move through the process and answer a minimal number of question. Any of these questions, images, or data can be added later. However, the benefit of you answering as much as possible is our team will make sure your information gets applied in the best, most accurate, viewable way possible. These questions, images and videos can be used for powerful content marketing purposes to get you more customers, better results, and higher profits.

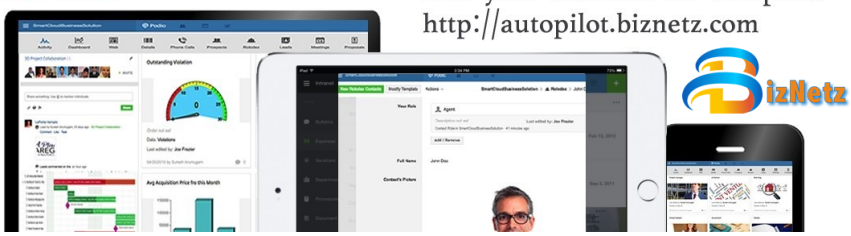
You can click on a link to get support, video, or document for help. If you do not have the information, media, or time to go through this process. Please click on the support link and ask about “Branding and Marketing Packages” or the “Done for You Services.” Our team can help you get set up with minimal time or effort from you or your team.

This “Start-up” form give you all the steps that you will need in order to customize your organization's new responsive application (for use on Smart Phone, Tablet or Computer). This powerful tool will enable you to enhance your marketing, improve your professional interactions and increase your business profits!

This start-up information will be used to create your integrate your branding, content marketing, customer follow-up, and the company overview. Provide the information that will present you in the best light. Make sure the information you provide is 100% owned by you and is your legal property. Do not reuse copy-written material from others. Remember, you bear the legal responsibility for your content. This system should be utilized for opt-in communications. In other words, do not send unsolicited emails. In the application, it is easy to get verification that it is ok to send your contacts information. Only the information with an “ * “ (asterisk) or highlighted in this document in red is required.

We will need specific information. Please provide any graphics images in the specified sizes. In order to use video content, you must provide links from Vimeo or YouTube. If you don't have the appropriate content to match your dream business, don't worry. We can provide you a quote for upgrading or creating your content for you. Do your best and provide the best information you can.

Image file type accepted: jpg,jpeg,gif,png,bmp
Video link accepted: You Tube or Vimeo Share URL



General Information

Please give us the general information about your business and how you work. This will help us to help you to market, manage and make more money.

Note: Items in red are required.

Principal's /Other Manager

First Name* Last Name*

Email*

Title (i.e. President, Owner, CEO, etc.)

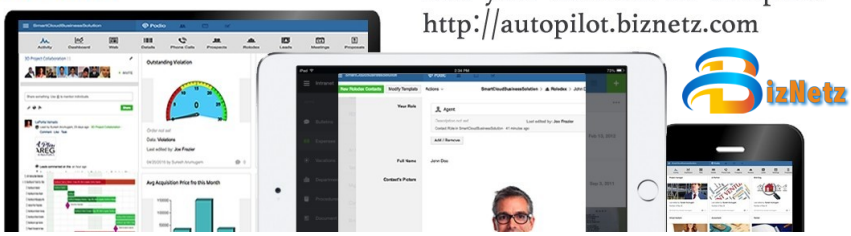
Profile Picture sized 200 x 200 (150 dpi)

A representative square image or headshot to include with e-business card, desired letters or marketing materials.

For Example:

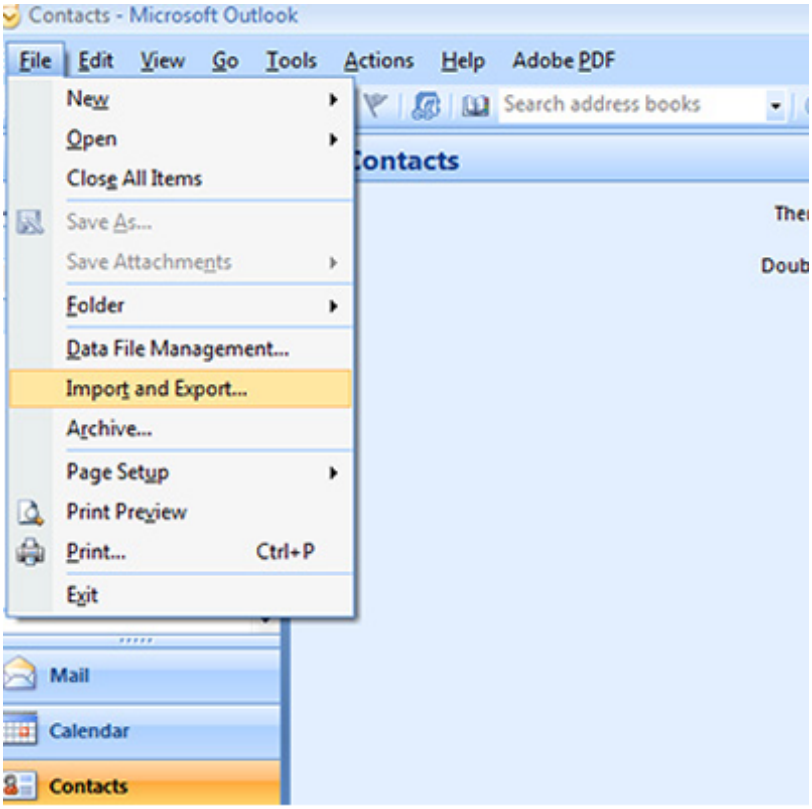
|———————- 200 px ————————|

200 px



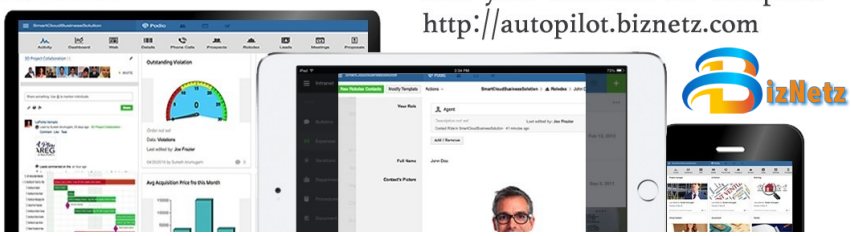
VCF file with Contact Info

- FILE TYPES ACCEPTED:
  .VCF (Contact Information available from your email or contact application.)
- A VCF file can be “Exported” from a Contact in MAC OS Contacts application or Windows Outlook Contact. Create a contact with your Name, Title, Business, Email and Phone then export your .VCF file. Then upload it.



- Give customers and potential customers some information about you. Do not feel bad about bragging and highlighting some of your accomplishments. This should be able to be used to introduce you.

- VCF file with Other Manager's Contact Info
- FILE TYPES ACCEPTED:
  .VCF (Contact Information available from your email or contact application.)



Business Name*

Date Started

Business Slogan*

Main Phone

Mobile Phone (optional)

Address (Recommended for Emails to not be regarded as Spam)

Upload a contact list (including First name, Last Name, Email, Phone, Company, Website, etc.)

- You can use Contacts, MailChimp or Outlook to export up to 250 of your clients and professional contacts. Our team will import these contacts for you to make the process much easier for you.
- NOTE: EMAIL, FIRST AND LAST NAME IS MANDATORY (ACCEPTABLE FILE TYPES ARE CSV, XLS AND XLSX)
- FILE TYPES ACCEPTED: CSV,XLS,XLSX

Business Branding

Business Overview (What do you do?)

Logo - FOR BEST RESULTS: 400 X 200 (150 DPI) OR BEST FIT

Please use a .png format transparent file. For example:

Company Icon (Social) - For Best Results: 200 x 200 (150 dpi)
This is the kind of Logo you might use in Social Networking

Letterhead Header - For Best Results: 840 x 256 (150 dpi). This is an image that will be on the top of your letters, proposals, and reports.

Letterhead Footer - For Best Results: 840 x 128 (150 dpi). This image will be on the bottom of your letters, proposals, and reports.

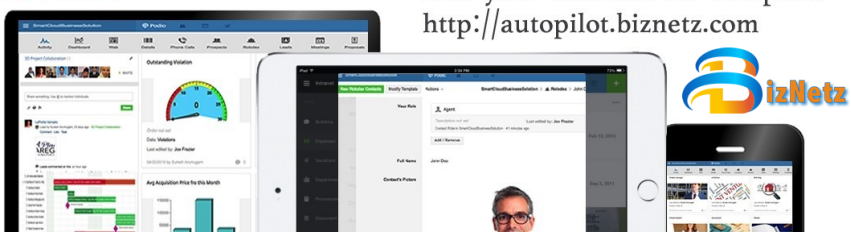
Unique Value

What makes your business unique and distinct from all others of a similar type? Why would I select your company?

Social Connections

List any URL to your business-related social networks. Simply go to the social site (i.e. FaceBook on your web browser.

Website URL	Twitter URL	Other Link Name
Facebook URL	Instagram URL	Other URL
LinkedIn URL	YouTube URL	



Then copy the URL in the address bar. If you want to enter a social site that is not listed use the Other Link Name / Other URL.

Company / Personal Information

About - Who are you? Who do you serve?

- Image 1 (Main Image) - Please provide: 1024 x 512 (150 dpi)
- Video URL - Add a video from wista, youtube, or vimeo.
- Related Web or Social URL (if available)

Additional Information - What is your Story or Mission? Why do you exist?

- Image - Related to Additional Information
- Please provide: 768 x 400 (150 dpi)

Marketing Articles / Post

The Marketing Articles or Post allow you to create content to market your business that can be sent to prospects, clients and partners on demand. It gives them specific information without needing to search your website.

NAME

DESCRIPTION

IMAGE -

VIDEO LINK 1 (OPTIONAL)

Gallery / Example Work

Gallery or Examples allow you to market using more visible content of your work. Example pictures, diagrams, images or logos. You can describe various facets of your work for prospects.

NAME

DESCRIPTION

IMAGE

VIDEO: YOU TUBE OR VIMEO SHARE URL

Product / Service Offering

Product and service offerings allow you to describe and price your offerings. You can send these offering to prospects and clients and the system will include a generated payment link.

NAME

DESCRIPTION

IMAGE

OFFERING 1 ITEM / SKU # (A NUMBER OR MODEL TO REFERENCE THIS ITEM. FOR EXAMPLE: PBU-D40, LIVEPRO-01, ETC)

OFFERING 1 PRICE

OFFERING 1 PRICE TYPE

Login Info

USER NAME -(MINIMAL 6 CHARACTERS THAT YOU WILL REMEMBER)

PASSWORD - (MINIMAL 6 CHARACTERS THAT YOU WILL REMEMBER)

PASSWORD CONFIRMATION -(AT LEAST ONE UPPER AND LOWERCASE. ALSO MUST INCLUDE ONE NUMERIC OR SPECIAL CHARACTERS.)

SECRET QUESTION SECRET QUESTION ANSWER

SECRET QUESTION 2 SECRET QUESTION ANSWER 2

(ANSWERS ARE NOT CASE SENSITIVE)

PAYPAL EMAIL - PLEASE ADD THE EMAIL FOR YOUR PAYPAL ACCOUNT. THIS IS NECESSARY TO ACCEPT PAYMENTS AND DOES NOT AFFECT YOUR SECURITY.