



Digita Business Host

DBH Client Onboarding Guide

A clear checklist of what is required before website design begins

DBH approaches every project with structure and clarity. To deliver a fast, high-performing, mobile-optimized website, clients are required to provide the following before development starts.

1. Project Confirmation & Deposit

- A 50% upfront deposit is required to secure the project.
- Work begins only after payment confirmation.
- The remaining 50% is paid upon project completion, before the website goes live.

2. Business Information

Provide accurate and complete details about the business:

- Business name and description
- Contact details (phone, email, address)
- Services or products offered
- Operating hours
- Social media links (if available)

3. Website Goal & Purpose

Clearly define what the website must achieve:

- Generate leads
- Sell products (e-commerce)
- Showcase services/portfolio
- Build brand awareness

4. Branding Assets

- Logo (high-quality PNG or SVG format)
- Brand colours (if available)
- Fonts or style preferences

5. Images & Media

- High-quality images of products, services, or team
- Videos (optional but valuable for engagement)

6. Website Content (Text)

- Page content (Home, About, Services, Contact, etc.)
- Headlines, descriptions, and key selling points

7. Domain & Hosting (if available)

- Existing domain login details
- Hosting account access

8. Competitor or Inspiration Examples

- 2–3 websites the client likes

9. Marketing Integration (Optional but Recommended)

- Google account (for analytics and search visibility)
- Facebook/Instagram accounts (for ads and tracking)

10. Approval & Communication

- A single point of contact for approvals
- Timely feedback (24–48 hours recommended)

Final Note

Projects move faster and deliver better results when clients provide everything upfront. DBH focuses on building websites that are not only visually clean but also optimized for mobile users, Google search, and real business growth.

Business Information

Business name: [Digital Business Host](#)

Owner: [Given Mamaqua](#)

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Account name: [Digital Bizz Host](#)