REVENUE SURGE

Website Inquiry Checklist

Fill this PDF in and save a copy, or print it and write by hand.

- [ ] Open the page on a phone. Can you tell who the service is for and how to get help?
- [ ] Tap the phone link and confirm it dials the right number. Verify someone can answer or that voicemail works.
- [ ] Send one labeled test through the form. Check for an on page confirmation and any promised email.
- [ ] Confirm the inquiry reached the inbox or CRM the team monitors. Record when it arrived and who saw it.
- [ ] Check whether your analytics or Ads report recorded the intended action once. Record the date, event and account.
- [ ] Write down the first failure, who will fix it and when you will test again.

Website or Product Page

Date and Device

First Issue and Proposed Fix

Owner and Next Test Date

Evidence From the Test

Record the confirmation, where the inquiry landed and whether it appeared once in reporting. Note any checks you could not run.