

# Keep your website useful.

A practical monthly check for small-business owners. Repeat the relevant checks after a service, offer or website change. Fix urgent problems when you find them.

## 01 / Check the business details

- ☐ Services, prices you choose to display, opening hours and service areas still match what you offer.
- ☐ Phone numbers, email links, addresses and booking destinations point to the right place.
- ☐ Expired offers, departed team members and old event dates are corrected or removed.

## 02 / Use the site on your phone

- ☐ Read a key service page without zooming. Check that headings, images and buttons are comfortable to use.
- ☐ Open the menu and follow the main links. Confirm important pages load and no text or controls disappear.

## 03 / Follow the inquiry path

- ☐ Use the main contact or booking link. Confirm it opens the intended page or tool.
- ☐ Agree a test with the recipient before submitting. Label it clearly and confirm actual receipt, not only a success screen.

## 04 / Review the content

- ☐ Check useful pages for outdated facts, broken links and unsupported claims. Record the page and the correction needed.
- ☐ Choose one customer question to answer next. Update existing material when that is more helpful than another new page.

# Make the next step clear.

A check is useful when someone owns the fix. Keep a short record with the date, page, issue, owner and evidence that the change worked.

## 05 / Name the technical owner

- ☐ Know who manages domain and hosting renewals. Confirm billing and recovery contacts are current through the provider.
- ☐ Ask your platform or technical provider what backups cover, how long they are kept and who can restore the site. Arrange restore checks with that owner.
- ☐ Confirm who handles platform or plugin updates, security monitoring and outages. Do not install updates or change security settings without the responsible person.

## 06 / Keep a small work log

Example: Service page / old phone number / owner assigned / corrected link and a successful call check. This is an illustration, not a customer result.

|                        |       |
|------------------------|-------|
| Date and page:         | <hr/> |
| Issue and next action: | <hr/> |
| Owner and due date:    | <hr/> |
| Completion evidence:   | <hr/> |

## When ongoing care helps

If updates keep slipping, agree the pages, priorities, access, review process and response expectations with a named provider. Website size, platform, content changes and technical responsibilities affect scope and cost. There is no universal price or unlimited-work promise.

SAMethod handles agreed website and content improvements, links, mobile usability and contact-path checks. Hosting, backups, security and emergency support are not automatically included. Start with a free review at [samethod.ai/audit](https://samethod.ai/audit).