

01 / 04 Your business

Your website, live in 72 hours

Give us the facts customers need, and tell us who can approve the site.

Business name to display / Required

Your chosen design / Required

Trig / Paddock

Public phone number / Required

Public enquiry email / Required

Public location / Required

A town or region is enough. Tell us if your street address must stay private.

Services you actually provide / Required

Service areas and state/territory / Required

Authorised approver's name / Required

Approver's email / Required

Approver's phone / Required

☐ We offer boundary or cadastral surveying (optional)

Practitioner, jurisdiction and public registration reference / Conditional

Complete only if you tick the boundary / cadastral question.

Only where relevant. We omit unverified registration claims.

02 / 04

Your content

Choose how much you want to handle. We prepare the website either way.

Existing website / Required

Give the website address, or write 'No existing website'.

Pages and public content to keep, remove or change / Required

We can prepare this list for you to confirm. Migration covers the agreed list.

Your copy choice / Required

Choose...

Keep existing copy / I will supply changes / Harvey Rupert handles the copy

Your copy changes or factual notes / Conditional

Required only if you choose: I will supply changes.

If we handle the copy, you still check and approve the facts.

Optional logo, photos, projects, reviews, team or vacancies / Optional

Tell us what is available, or leave blank. Upload website material in the secure portal.

☐ I confirm we have permission to use the selected text, images, reviews and project material (required)

☐ For missing optional material, use the agreed design defaults or leave the section out (required)

No logo, photos or reviews yet? We can use your business name, the design colours, agreed licensed imagery or leave optional sections out. We never invent projects, reviews or credentials.

03 / 04

Domain and migration

Help us connect the website while keeping your business email and other services working.

Domain to use / Required

Give your existing domain or the new name you would like us to check.

Domain arrangement / Required

Choose...

Use our existing domain / Help us obtain a new domain

Registrar / DNS provider and authorised contact / Required

If unsure, tell us who looks after your domain. No account passwords.

Business email provider and services to preserve / Required

Include mailboxes, forwarding and other domain services, or say 'None'.

Forms, downloads, booking tools or integrations to preserve / Optional**Delegated access or provider-assisted change arrangements / Optional**

We explain the access invitation. Never paste passwords, API keys or transfer codes here.

☐ I understand the domain remains our business's property and extra third-party costs need prior approval (required)

☐ This intake contains website material only, without private customer or survey records (required)

Migration covers the agreed public website pages, copy, images, downloads and project summaries. It excludes CRM/customer records, email mailboxes, confidential survey files and private project records.

JPG, PNG, WebP, PDF, DOCX, TXT and CSV. Up to 25 MB per file, 500 MB in total and 100 files. Website material only. Do not upload account passwords or private client records.

We retain original intake uploads for 90 days after launch or cancellation, following the agreed return and notice process. Approved website assets are kept separately as needed to run your site.

04 / 04

Review and launch

Agree a review window so we can get the approved website live within 72 hours.

We confirm the agreed scope, access, approver availability and start time with you before the 72-hour build begins. Sending this checklist does not start the clock.

When can your approver review the preview? / Required

We agree actual dates and times before starting. Our working milestones are shown below.

Your review timezone / Required

Sydney / Canberra / Melbourne / Brisbane / Adelaide / Perth / Darwin / Hobart

Agreed start - date and time / Optional

Live website - deadline date and time / Optional

- 0h** Agreed start. Scope, material, access and review availability confirmed.
- 48h** Private preview. Our working target for your first private preview.
- 60h** Your feedback. Send one consolidated set of corrections.
- 66h** Your approval. Approve the corrected version and launch details.
- 72h** Live website. Launch and operational checks complete.

- ☐ I confirm the agreed website content and copy approach above (required)
- ☐ I understand we must approve the identified preview and launch details before publication (required)
- ☐ Check names, phone, email, services, areas and registration claims (review check)
- ☐ Check text, images, reviews and project permissions (review check)
- ☐ Approve the identified version and domain / launch details (review check)

These ticks are review reminders. Website approval is recorded separately through our agreed approval process.

We need your explicit approval of the identified preview and launch details before publication. Silence is not approval. Material changes need another approval.

If a requirement or approval is late, we explain the effect and agree any revised deadline with you. The clock never pauses or resets automatically.

Your free month starts at the approved live launch. We record its start and end dates. Continuing on a paid plan requires your separate express agreement.

Use the invitation we supply separately. Enter its password and the one-time code sent to your nominated email. No website management account is needed for ongoing updates.