



Instructions

Please complete as much of the requested information as possible, save this file, and email it to us at info@InterceptClients.com within a week of receipt. Full and accurate completion of the information will expedite the start of your services and allow us to provide a seamless transition.

Your Support Coordinator will contact you if they have any questions and to schedule your hosting migration and/or initial website support activities.



Company Information

1. Company Name (As it Appears on Your Legal Documents)

1. Preferred Use of Company Name

2. Company Description (Who You Serve, What You Sell & Why You're in Business)
Note: This is to help us understand your business. Please do NOT share promotional copy.

3. Year Business Established



Primary Contact Information

1. Contact's Name

2. E-Mail Address

3. Phone Number (Mobile Preferred)



Website Information

1. Website URL (Include http or https as Appropriate)
2. Year Built
3. Administration Login (typically your website url/wp-login.php)
4. Admin User Name (typically admin)
5. Admin Password
6. How have you been supporting updates & changes to your WordPress website?



Domain Management Information

1. Domain Registrar (e.g. GoDaddy)
2. Registrar's Customer Website (The URL you use to login to your account)
3. User Name
4. Password



Hosting Information

1. Hosting Company (e.g. GoDaddy)
NOTE: If your Registrar is also hosting your website (e.g. GoDaddy), leave the Hosting fields blank.
2. Website cPanel URL (The URL you use to login to your hosting account.)
3. User Name
4. Password

Google Analytics

1. Google Analytics ID (e.g. UA-XXXXX-X)
2. Account Email Address
3. Password

Next Steps

Thank you for your time and leadership in collecting this important information for us. Please save the completed document and email it to info@InterceptClients.com. Questions? Please email info@InterceptClients.com or call (513) 657-1500.

Thank you!

Your Team @



www.InterceptClients.com