

MANTTUS HOMEPAGE & STORE SET UP

STEP1 – Add Your Business

1. Company Name _____
2. Business Category / Type of Business _____
3. Primary Phone (____) _____
4. Contact Name _____
5. Full Business Address _____
6. Email _____
7. Website www. _____ (your manttus homepage or a current website you would like us to link your homepage and online store to)
8. User Name _____
9. Business Description (Basic Text) _____

10. Keywords _____
11. Specialty Brands _____

STEP2 – Customize Homepage

1. Business logo or picture that represents company
2. Theme _____ (Check out current themes at www.manttus.com/browse-themes.php)
If you don't see anything please let your designer know a color scheme.
3. Manttus.com URL – www.manttus.com/ _____
4. Do you have your own domain name you would like us to forward to your homepage?

5. Business Description (Extended) – Here are some suggestions to consider.
 - a. Photos
 - b. Links – facebook, blogs, twitter _____
 - c. Event Calendar or Event List (craft fairs, farmers markets, etc.)
 - d. Coupons or Special Flyers
 - e. Videos on Youtube

STEP3 –Paypal Account

1. Email associated with your paypal account. This email links your store to paypal so you can receive payments. _____

STEP4 – Add Items to Store (Information/Items)

1. Item Name _____
2. Item Description

3. Skew/Item/Inventory # (Optional) _____
4. Price without tax (standard tax % will be added)
5. Amount for Shipping \$ _____
6. Item category – (furniture, jewelry, etc) _____
7. 1-4 photos