



Easy Prep Worksheet For Creating Your Account And Adding Your Products!

These worksheets outline the information you'll need to setup your account and add your products. Gather the info you will need before creating your account and it will make the process super easy!

INFO NEEDED TO **CREATE ACCOUNT** (Will take roughly 3-5 minutes to create the account)

1. First/Last Name

2. Company Name (official)

3. Password

4. Display Name of Your Company

*Need a strong one, lots of letters
and numbers*

5. Store Slogan

6. Minimum price/order

Short slogan/tag line

Opening order minimum

7. Store logo

8. Store banner *This artwork will be the top banner in
your store. A good size is 900px x 300px.*

*Use what you have but 500px x
500px works well.*

9. About Store

*About you and your store—this is
your chance to tell your story!*

That's it! You're ready to create your account!



Easy Prep Worksheet For Adding Your Products!

INFO NEEDED TO **ADD A PRODUCT** (Will take roughly 5-10 minutes to add each product)

Tip: print a copy of this worksheet and complete for each product before you start.

1. NAME/Title of your product
Ex: Cake Pops

2. Product CATEGORY *Ex: Specialty Food*

3. Product SUB-CATEGORY *Ex: Confection*

4. BRAND *Optional, but if you have a brand/line of products, ex: Gluten Free Confections*

5. PRICING

Wholesale Price:

Retail Price:

Discount % (optional):

6. Total Quantity Available
inventory amount

7. Options/Attributes *If your product has additional options/attributes such as small, medium, large, milk chocolate, dark chocolate, vanilla, chocolate, strawberry, boxed, unboxed, etc., determine what each of those options are for your product and the quantities available for each option. There can be multiple options for a single product.*

8. Product PHOTO *Good quality sells. Can add multiple photos.*

9. Product DESCRIPTION *No limit to description length.*

That's it! You're ready to build your shop!