

### A7Shop Mini Checklist

Accepting payments		Sorted <input checked="" type="checkbox"/>
<b>Payments</b>		
How and by what methods do you want to accept payments?		
<b>Secure payment gateways</b>		
Which online payment system will accept the payment methods you want and how much do they cost (setup/per transaction)?		
<b>Interaction with your accounting system</b>		
Do you need to share information with another system and if so which information?		
<b>Products</b>		
<b>Products / Services</b>		
Which products / services will you sell, how much will you sell them for and what information do you need about each one?		
<b>Product images</b>		
Do you have images for all your products /services and do they need more than one image?		
<b>Inventory and orders</b>		
Do you need to track your inventory and will products be available for sale if they are out of stock?		
<b>Legal considerations</b>		
Have you considered the legal ramifications of selling online and do you have policies to protect your customer's interests as required by law?		

<b>Shipping</b>	
Sorted <input checked="" type="checkbox"/>	
<b>Postage and freight</b>	
Where will you ship your orders to, who will you ship with and what will the costs be?	
<b>Dispatch</b>	
When will you dispatch your shipments and how long can your customers expect to wait for delivery?	
<b>Returns and exchanges</b>	
How will you handle and who will pay for exchanges and returns?	
<b>Geographic considerations</b>	
Are there any tax, customs or shipping considerations for where you plan to ship to?	
<b>Customer management</b>	
<b>Customers</b>	
What information about your customers do you need to manage, where does the information come from, how will you protect it and what other things do you want to do with it?	
<b>Members</b>	
Do you need to provide memberships or only provide access or services to certain types of customers?	
<b>Business processes</b>	
<b>Automated workflows</b>	
Do you need automatic notification by email or other means of orders, payments, dispatch or other events happening on your site?	
<b>Marketing</b>	
How will you market your products / services, how will you get customers to visit your site and how will you ensure they put products /services into their shopping cart and complete the checkout process?	