

# WEBSITE AUDIT CHECKLIST

## 1. Website Basics

- ☐ Is the website mobile-friendly and responsive?
- ☐ Does it load quickly (under 3 seconds)?
- ☐ Is the domain secure (HTTPS with SSL certificate)?
- ☐ Are all links working (no broken links or 404 errors)?

## 2. Branding & Design

- ☐ Is the logo clear and high-quality?
- ☐ Are brand colors and fonts consistent across pages?
- ☐ Is the navigation menu easy to use?
- ☐ Is there a clear call-to-action (CTA) on each page?

## 3. Content & Copy

- ☐ Is content clear, concise, and easy to read?
- ☐ Are keywords naturally included for SEO?
- ☐ Are headings (H1, H2, H3) used correctly?
- ☐ Is there an "About" page that builds trust?
- ☐ Is contact information easy to find?

## 4. SEO Essentials

- ☐ Does each page have a unique meta title & description?
- ☐ Are images optimized (compressed + alt text)?
- ☐ Is there an XML sitemap submitted to Google?
- ☐ Are internal links used to guide visitors?

## 5. User Experience (UX)

- ☐ Is the site easy to navigate with 3 clicks or less?
- ☐ Is the text size readable on desktop & mobile?
- ☐ Do CTAs stand out and guide users to next steps?
- ☐ Are forms short and easy to complete?

## 6. Technical Health

- ☐ Are plugins/themes updated (if using WordPress/Showit/etc.)?
- ☐ Is the site backed up regularly?
- ☐ Are analytics (Google Analytics or similar) installed?
- ☐ Is tracking set up for conversions (sales, leads, sign-ups)?

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