

Trading Online CHECKLIST

Preparation

- Stock Take _____
- Website Review _____
- Payment Portal _____
- Refund Policy _____
- _____
- _____
- _____

Pre Sale

- Discounts _____
- Shipping Charges _____
- Shipping Method(s) _____
- Costs to you _____
- _____
- _____
- _____

Pre Shipping

- Sign the artwork _____
- Check for marks/smudges _____
- Include contact details _____
- Cert of provenance/receipt _____
- _____
- _____
- _____

Aftersales

- Thank you note _____
- Add client to mailing list _____
- Update stock record _____
- Website update _____
- _____
- _____
- _____