

Ecommerce Website Preparation Checklist

PRODUCTS

- How do you manage your product catalog today?
- How many products, roughly, do you have in your catalog?
- Where do you store your product images?
- Do you have any products that fall into multiple categories?
- Do you manage inventory/stock? Do you allow backorders?
- Do you ever NOT allow backorders?
- Are there product families with variations, or are all products simple products?
- Can customers purchase products from your site?

TAXES

- How do you handle taxes?
- Do you charge them? All states? Some states? Just your state?
- What's the rate(s) that you use?

SHIPPING

- What shipping options do you offer customers? Do they get any choice, or do you decide for them?
- How do you charge for shipping? Are there different rules internationally?
- Are there any free shipping rules?
- What vendors do you ship through (USPS, UPS, FedEx, etc.)?
- Do you sell/ship internationally?
- Do you drop ship or ship from a single location?
- Live Rates require accurate weight and dimensions setup in your products.

PAYMENTS

- What payment methods do you accept?
- From what credit cards do you accept payment?
- Through what payment gateway(s) do you process payments (PayPal, Authorize.Net, etc.)?
- Will need user information (varies based on the payment gateway)
- Will also need API credentials for capturing payments inside our site (Client ID, Client Secret)
- Determine whether 'Payment Action' should be Capture or Authorize

SITE TRAFFIC (HOSTING)

- How many orders do you typically do in a day?
- Do you have any idea the kind of traffic you receive to your site, day-to-day?
- What about peak time traffic? After you launch a sale or promotional, what kind of traffic burst might you expect?