

# WAVOTO'S MONTHLY WEBSITE AUDIT CHECKLIST

## Website Front

- CHECK FOR SPELLING/GRAMMATICAL ERRORS  
*Read every word on your website, correcting any errors.*
- TEST ALL LINKS  
*Go through your website clicking on every link and button.*
- TEST ALL FORMS  
*Go through your website filling out every form + checking their confirmation.*
- CHECK MOBILE RESPONSIVENESS/DISPLAY  
*Look at your website in mobile view, checking that everything appears right.*
- CHECK FONT + COLOR CONSISTENCY  
*Make sure your font usage is consistent and brand colors are seen throughout your website in images and elsewhere.*
- CHECK YOUR FAVICON  
*Make sure your browser tab reflects your logo or brand.*

## Back Office

- CHECK "FROM" EMAIL ADDRESS  
*Make sure your emails come "from" you.*
- CHECK AUTORESPONDER DELIVERY  
*Make sure any autoresponders that are attached to a form are delivered.*
- CHECK SEO  
*Look through the SEO for each page, double checking for titles, descriptions, keywords, and images.*
- CHECK AUTORESPONDER COPY  
*Make sure all emails are updated and set to send at the right time.*

*If you're ever unsure of how to check these things on Wavoto, head to Business in a Box in your Back Office, which will walk you through them one-by-one.*

