Online service profile

worksheet

Prepare the following information before posting a profile for your service business. Then copy and paste it into the appropriate fields wherever you’re creating a profile.

# Bio

|  |  |
| --- | --- |
| Profile title |  |
| Summarize your experience, specialties, and your story or business history |  |
| Education  |  |
| Professional certifications or licenses |  |
| Reviews or testimonials |  |
| Digital photo of you |  |

# Services

|  |  |
| --- | --- |
| Services you provide |   |
| Your rates (per time increment or service) |  |
| Promotions, like a discount for first-time customers |  |
| Payment methods you accept |  |
| Digital photos of your work examples |  |

# Availability

|  |  |
| --- | --- |
| Hours and dayparts (weekdays, weekends, evenings) you are available |  |
| Your typical response time |  |
| Distance you are willing to travel |  |

# Contact information

|  |  |
| --- | --- |
| Phone number |  |
| Email |  |
| Website |  |
| Address, linked to a map |  |

# Additional information

|  |  |
| --- | --- |
| Include anything not listed above that you want potential customers to know |  |