

Web to Print Demo Checklist



Supplier:

Date:

Part 1: Supplier and Solution Information

Technology	Notes:
Self Hosted, Managed Hosted or Software as a Service	
Feature Upgrades: Frequency? Cost?	
Adobe Flash in use? Additional software required? Browser support policy	
Pricing	Notes:
Upfront Fee Maintenance Fee License Fee Usage Charges	
What is included? Storefront's, Users, Products Storage Space Support, Training, Upgrades	
Extras: Extra Components Training Product & Site Builds Custom Development	

Support & Training	Notes:
Support: Where is support located? Methods of contact for support Support Hours Out of hours support	
Technical Support: Service Level Agreement Bug Fix Policy	
Training: Initial Training Ongoing Training	
Non Software Related Support: Account Manager Business Development Support	

Part 2: Your First Customer(s) / Site(s) / Products

The following depend on whether you are looking to set up a B2B or B2C webstore, your first customer and the first products you want to put online.

B2B Requirements First Customer Product Examples for Customer Signup Procedures Approval Processes Credit Control Payment Methods Customer Requirements ISO27001? Other Requirements:	Notes:
B2C Requirements Advanced Site Styling Advanced Editing of Products Product examples you want to sell No need to log in? Human readable URLs Discount System Customer Communications Integrated Payment Providers	Notes:

Miscellaneous / Follow Up	Notes: