

## **Business Profile**



# "How should I optimize my Google Business Profile (formerly known as GMB)?"

### **Google Business Profile Optimization Checklist:**

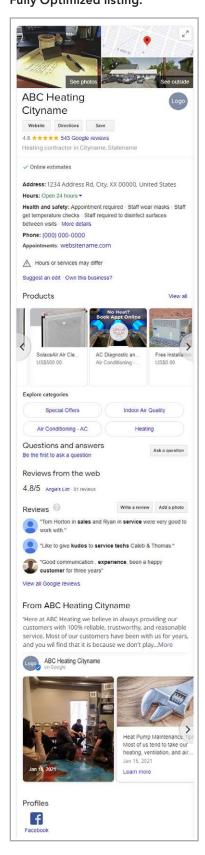
#### **Beginner**

- ☐ Ensure your name, address, and telephone number are all accurate
- Keep Your hours of operation up-to-date
- ☐ Add web address
- ☐ Focus on seasonally relevant category's (Example: air conditioning repair during summer)
- ☐ Ask customers to leave reviews
- Add logo and photos to showcase your business
- ☐ Create business description to tell potential customers about your business

#### Intermediate

- Ensure your name, address, and telephone number are all accurate
- Keep Your hours of operation up-to-date
- □ Add web address
- ☐ Focus on seasonally relevant category's (Example: air conditioning repair during summer)
- Add a list of all services available within your business
- ☐ Ask customers to leave reviews
- Respond to all reviews both positive and negative
- Add logo and photos to showcase your business
- ☐ Create business description to tell potential customers about your business

### Fully Optimized listing:







#### **Expert**

Ensure your name, address, and telephone number are all accurate
Keep Your hours of operation up-to-date
Add web address
Focus on seasonally relevant category's (Example: air conditioning repair during summer)
Prepopulate frequently asked questions and answers from Google search page
Create Google posts monthly to showcase offers, events, products, etc.
Add products you offer using GMB's product editor
Add a list of all services available within your business
Ask customers to leave reviews
Respond to all reviews both positive and negative
Add logo and photos to showcase your business
Create business description to tell potential customers about
your business
Choose all attributes that are applicable including payment option, amenities, etc.
Add links to social profiles

For assistance in optimizing your Google Business Profile, please contact your DAC representative:

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#### **Fully Optimized listing:**

