

Preview of Reputation Management Order Information

Please have this information readily available before placing your order. If this information is not provided at the time of your order, it may result in fulfillment delays. Please keep in mind, this is not an exhaustive list and questions may vary depending on product ordered.

Review Requests

Name, Address & email for Business

A window of time you'd prefer to have an introductory call. Specify what time zone you would like us to book it in? (e.g. CST (America/Regina), EST (America/Cancun), etc.)

Your workflow for NEGATIVE reviews:

I would **NOT** like to see negative responses before they're published

I **WOULD** like to see negative responses before they're published

If you'd like to see negative responses before they're published, what email address should we send them to?

Contact information should we provide to your customers when they leave a negative review

The client's Facebook URL or confirm that the Facebook page is connected in Reputation Management.

Have you added our Marketing Services team as a user to your Google My Business page or connected it in Reputation Management? *If this step is not completed before the order is complete, fulfillment of service may be delayed.*

Credentials for additional review sources that you would like our team to monitor. (Eg: Yelp, TripAdvisor, etc) *If this step is not completed before the order is complete, fulfillment of service may be delayed.*

Review Responses

Name, Address & email for Business

A window of time you'd prefer to have an introductory call. Specify what time zone you would like us to book it in? (e.g. CST (America/Regina), EST (America/Cancun), etc.)

Your preferred reminder frequency:

Monthly: We will send you a monthly reminder email to prompt you to send in a list of customers.

Bi-monthly: We will send you two reminder emails within the month to prompt you to send in a list of customers.

Which email address should we send reminder emails to?

CSV File Information for Review Requests

Customer first name

Customer last name

Customer email