SECTION ONE - OOAK PROFILE PRO TIP: LINKS USE A URL SHORTERNER OOAK SHOP _____ LIKE BIT.LY TO CREATE LINKS TO SHARE ON SOCIAL AND WEBSITE YOUR OOAK PROFILE. USE FACEBOOK THE STATS TO SEE WHERE REFERRALS COME FROM. INSTAGRAM PROFILE OVERVIEW □ BUSINESS PROFILE IMAGE NOTES ☐ HEADER IMAGE \square ABOUT SECTION □ PERSONAL PROFILE IMAGE PERSONAL DETAILS ☐ CATEGORY ☐ OFFER ☐ SHIPPING CUTOFF ☐ PRODUCT LINKS (FIRST 15) ☐ VIDEO ☐ STUDIO IMAGES ☐ LATEST POSTS ☐ POLICIESC LOOKBOOK OVERVIEW □ LOOKBOOK NOTES ☐ MULTIPLE PAGES PRODUCTS LINKE ☐ COMPANY STORY STORE OVERVIEW ☐ COLLECTIONS NOTES ■ NUMBER OF PRODUCTS ☐ FIRST IMPRESSION (12 PRODUCTS) ☐ IMAGES (DIMENSIONS, UNIFORM)

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SECTION TWO -	ITEM AUDITS	
☐ MAIN IMAGE		
☐ IMAGES (DIMEN	sions, uniform)	NOTES
□ VARIANT(S)		
DESCRIPTION	6 0	
☐ SEO FIRST SEN	NTENCE	
☐ DIMENSIONS		
SUGGESTIONS	S FOR SIMILAR	
☐ SHIPPING POL	ICY/INFO	
□ SOCIAL LINKS		ITEM TWO
☐ COLLECTION		☐ MAIN IMAGE
☐ CATEGORY		☐ IMAGES (DIMENSIONS, UNIFORM)
☐ ANYTHING ELSE?		□ VARIANT(S)
		DESCRIPTION
NOTES		SEO FIRST SENTENCE
		☐ DIMENSIONS
	6	SUGGESTIONS FOR SIMILAR
		SHIPPING POLICY/INFO
		□ SOCIAL LINKS
ITEM THREE		□ COLLECTION □
☐ MAIN IMAGE		□ CATEGORY
_	nsions, uniform)	☐ ANYTHING ELSE?
□ VARIANT(S)		
DESCRIPTION		
☐ SEO FIRST SE	ENTENCE	
□ DIMENSIONS		NOTES
□ SUGGESTION	is for similar	1.0.23
☐ SHIPPING PO	LICY/INFO	
☐ SOCIAL LINK	.S	
☐ COLLECTION		
□ CATEGORY ← ←		
☐ ANYTHING E WWW.LANALEPPER.		

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SECTION TWO - ITEM AUDITS ITEM FOUR	
☐ MAIN IMAGE	
☐ IMAGES (DIMENSIONS, UNIFORM)	NOTES
□ VARIANT(S)	
DESCRIPTION	
☐ SEO FIRST SENTENCE	
□ DIMENSIONS	
☐ SUGGESTIONS FOR SIMILAR	ITEM FIVE
☐ SHIPPING POLICY/INFO	□ MAIN IMAGE
□ SOCIAL LINKS	☐ IMAGES (DIMENSIONS, UNIFORM)
☐ COLLECTION	□ VARIANT(S)
☐ CATEGORY	DESCRIPTION
☐ ANYTHING ELSE?	☐ SEO FIRST SENTENCE
	☐ DIMENSIONS
	☐ SUGGESTIONS FOR SIMILAR
NOTES	SHIPPING POLICY/INFO
6	SOCIAL LINKS
	COLLECTION
	☐ CATEGORY
	☐ ANYTHING ELSE?
CART AND CHECKOUT FUNCTIONALITY	1,11
□ LOGO PRESENT	NOTES
☐ PAYMENT OPTIONS	
☐ SHIP & PICKUP OPTIONS	
☐ SHIPPING RATES WITHIN REASON	
☐ OVERALL BRANDING	
☐ ABANDONED CART EMAIL?	
1 DDO TID	
PRO TIP: SETTING UP AN AUTOMATIC	
EMAIL FOR ABANDONED CARTS CAN INCREASE SALES	
BY UP TO 10%. LEARN MORE HERE.	

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SECTION THREE - S	OCIAL MEDIA	
INSTAGRAM	FACEBOOK	
☐ PROFILE IMAGE	☐ PROFILE IMAGE & HEADER	
☐ PROFILE INFORMATI	☐ PROFILE COMPLETE	
☐ BUSINESS PROFILE		☐ LINK TO OOAK EVENT
☐ HIGHLIGHTS & STORIES		□ EVENT PROMOTION
☐ IMAGE FEED	PRO TIP:	
□ REELS	THE MORE COHESIVE AND 'ON BRAND' YOUR	
□IGTV	FEED LOOKS, THE MORE PUT TOGETHER YOUR	
☐ HASHTAG USE ()	BUSINESS LOOKS TO PROSPECTIVE CUSTOMERS.	

SUMMARY AND REVIEW



THIS DOCUMENT WAS CREATED BY LANA LEPPER OF LANABETTY.

SHE IS A SMALL BUSINESS ENTHUSIAST AND GOLDSMITH FROM VANCOUVER, BC.

INSTAGRAM | FACEBOOK | SHOP ONLINE

TO LEARN MORE ABOUT HER ENTHUSIASM FOR SMALL BUSINESS AND WHAT SHE CAN DO, VISIT HER DESIGN WEBSITE.

WEB DESIGN | BRANDING | PORTFOLIO

