

# New Form Implementation Checklist

Test and verify each step before implementing a new form on the live website

- ☐ Web form - Check all the required fields
- ☐ Mobile form - Check mobile design
- ☐ Thank you page - Link a thank you page
- ☐ Confirmation email - Write a confirmation email for the web submission
- ☐ Thank you page - Check copy for errors
- ☐ Confirmation email - Check copy for errors
- ☐ Notification email - Add email address of clients who want to be notified when details are submitted.
- ☐ Check all the links on the thank you page
- ☐ Check all the links on the notification email
- ☐ Fill the form on mobile

## Fill out the form and check for:

- ☐ Confirmation email
- ☐ Notification email
- ☐ Thank you page redirection

## Any other misc. requirements:
