

Consistent & Accurate Citation Listings Worksheet

By Tricia Belmonte

This worksheet will help you compile all the essential information needed for building and managing your business citations plus will help to keep your information consistent across platforms. Complete it and keep it handy for reference when you build citations yourself or work with a citation building service.

Business Information:

Business Name: _____

Business Address: _____

Business Phone Number: _____

Website URL: _____

Email Address: _____

Listing Information:

Category: (write in your primary business category) _____

Keywords: (list your top business keywords) _____

Master Business Description: (paste in your master business description):

Hours: (Specify your regular business hours and any holiday hour adjustments):

Driving Directions (Optional): (Include a link to your Google Maps directions):

Images:

- **Logo:** Upload or link to your high-resolution logo (PNG format preferred):

- **Additional Images (Optional):** Upload or link to additional images that showcase your business (e.g., storefront, staff, products/services).

Social Media Links:

- Facebook:

- Instagram:

- X (Twitter):

- YouTube:

(Add additional social media platforms as needed)

Additional Notes:

Use this space to note any specific requirements or instructions:
