

POINT TO POINT WEBSITE INSPECTION by: **BLUTUX INTERNET SERVICES**

Broken Links - Errors

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| 1 | Link Check Find and report any broken links in the site. |
| 2 | 404 Error Check From Web Stats Find missing files and broken links from other sites linked to your site. |
| 3 | Verify Working 404 Error Page Ensure 404 page provides helpful information to visitors. |
| 4 | Site Map Ensure that either a site map exists and is current or is not needed for site. |

Content

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| 5 | Contact Page / Information Ensure all necessary contact information and driving directions are present. |
| 6 | Copyright Information Found on each page and set to update automatically each year. |
| 7 | Email Addresses Ensure they are encrypted to reduce SPAM. |
| 8 | Correct / Encrypted Email Addresses Present Email address are someone@mycompany.com format and to help promote your website. |

Domain

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| 9 | Domain Contacts Confirm correct contact information with domain registrar as required by the ICANN. |
| 10 | WWW Sub Domain Is Working Domain without "www" forwards to www site. |

File Size

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| 11 | Site Load Time The average page size is acceptable for most users. |
| 12 | Image / File Size Ensure there are no overly large files on the site. |

Navigation & File Structure

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| 13 | Navigation Flow Ensure proper format and usability for the average user. |
| 14 | Site / File Structure Links and pages are arranged to allow for easy navigation. |
| 15 | Footer Links Properly formatted navigation in footer. |

Search Engine Optimization (SEO)

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| 16 | Robots.txt Index File Make sure that Robots.txt is present and valid. |
| 17 | Page Titles Proper and clearly formatted Title Tags throughout site. |
| 18 | Description Tags All major pages in the site have proper Meta descriptions. |
| 19 | Keyword Tags All major pages in the site have proper Meta keywords. |

Statistics

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| 20 | Website Statistics Review site statistics and provide average statistics reported. |
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Typography

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| 21 | Semantic Headers Proper header and typographical tag usage. |
| 22 | Text Size Ensure that the text is readable, and resizable. |
| 23 | Colors Review text to make sure it is readable for all users of your site and especially those with low vision or color blindness issues. |
| 24 | Typography CSS Review CSS styles to make sure they handle all necessary tags. |
| 25 | Print Styles Print Friendly Style Sheet for site if needed. |

Validation

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| 26 | DocType Ensure that all necessary DocTypes are present in each page. |
| 27 | CSS Validation All present CSS styles validate correctly by W3C Standards. |
| 28 | HTML Validation Html validates correctly with W3C Validator. |
| 29 | Tidy Validation Site passing TIDY Validator Tests. |
| 30 | Browser Testing Ensure that site displays correctly in all major browsers. |

Complimentary Site Features Review

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| 1 | FAV Icon Small icon used to represent your site in user's browser. |
| 2 | Quotes Would customer quotes help the site? |
| 3 | Photo Gallery Would a new or updated photo gallery help? |
| 4 | SitePro Content Management System Would the site benefit from a News & Events system? |
| 5 | Advertising Would banner advertising fit this site? |
| 6 | Mailing Lists Does this site need a mailing list? |
| 7 | Site Search Could this site benefit from having a search feature installed? |

How to Begin

Contact our Support Department (Phone: 360-457-3300 or Email: support@bluetux.com) and let them know that you'd like us to perform our Point to Point Inspection for your website. Once we have all the necessary information, we can usually have a report ready within 24 hours depending on work load.