

# Social Media Marketing Set Up Details

Date: \_\_\_\_\_

Domain name: \_\_\_\_\_

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Email address: \_\_\_\_\_

## Social Images

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**If your service includes social images:**

When you send back this document, please attach a copy of your logo that can be used on the imagery we will be creating for you. PNG or EPS files on a transparent background are preferable.

## LinkedIn

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Post content to LinkedIn page?

☐ Yes  
No, control panel only

## Twitter

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Existing Twitter account?

☐ Yes  
No (please create a Twitter account)

Twitter username: \_\_\_\_\_

**This needs to be your @username, NOT your email address.**

Twitter password: \_\_\_\_\_

Post images to this Twitter account?\*

☐ Yes  
No

**Please note: Once your account is set up, Twitter will ask for two kinds of verification via email AND mobile device. Both are needed to complete set up.**

## Facebook

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Existing Facebook account?

☐ Yes  
No (please create a Facebook account)

Facebook username: \_\_\_\_\_

**Please send us the email address you log in with, NOT the link to your Facebook page.**

Facebook password: \_\_\_\_\_

Post images to this Facebook account?\*

☐ Yes

No

**OR** you can log into your Facebook account inside your customer control panel under the Facebook logo and follow the prompts. This method generates the user tokens we require to post content to your business page and NOT your personal page.

Existing Facebook page?

☐ Yes    Name: \_\_\_\_\_

☐ No (please create a Facebook account)

Post images to this Facebook page?\*

☐ Yes

No

**\*Please note: If you would like your posts boosted, additional charges may apply.**

# Instagram

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Existing Instagram account?

☐ Yes

No (please create a Instagram account)

Instagram email address: \_\_\_\_\_

Instagram password: \_\_\_\_\_

## Other 1

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User name/ Login email address: \_\_\_\_\_

Account password: \_\_\_\_\_

## Other 2

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User name/ Login email address: \_\_\_\_\_

Account password: \_\_\_\_\_

## Other 3

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User name/ Login email address: \_\_\_\_\_

Account password: