Growthly.

Corporation Systems

Service documentation 9 November 2026

Restaurant materials checklist

An organised handover for the proposal and website review.

Restaurant information

- ☐ Restaurant or café name and a short description.
- ☐ Address, regular opening hours and any special hours to display.
- ☐ A phone number and email address for restaurant enquiries.
- ☐ Links to the social media profiles in use.
- ☐ Existing website address and domain, if available.

Menu and identity

- ☐ A legible, current menu: categories, names, descriptions and prices.
- ☐ Food information reviewed and authorised by the restaurant.
- ☐ The logo in the best available quality, if there is one.
- ☐ Photographs authorised for publication and any required credits.
- ☐ Style references and preferences for colours, imagery or presentation.

Review and coordination

- ☐ The person who consolidates content, feedback and approval.
- ☐ The channel that will receive contact or reservation requests.
- ☐ Any external systems or integrations to be considered.
- ☐ Confirmation of the menu version, prices and hours to publish.

Before sending

Gather the information and check which materials are available. Passwords, access codes, complete payment details and clients' personal information are not needed to request a proposal.

The first draft has an indicative timeframe of 24–48 hours once all required materials have been received and validated. The restaurant's review and approval are needed before publication.

Request a proposal Review the process and materials

Start a conversation

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