

A 10-minute monthly check

Seven quick things to look at once a month: hours, a test message, prices, photos, the season ahead, your domain card and one email with all your changes.

Pick one day a month and go down this list. We also check your pages, forms and links each month and send you a short note. See [What your monthly plan includes](#).

Your checklist

- ☐ Hours match your Google profile. Read the hours on your site and on your Google profile side by side. We compare them each month and tell you in your monthly note if they differ, but your Google profile is yours to change: sign in, choose **Edit profile**, then **Hours**. See [Update your hours](#).
- ☐ A test form message arrives. Send one through your contact form, wait five minutes, and check your inbox and spam folder. We send a test message each month too. See [Where your form messages go](#).
- ☐ Prices and menu are current. Read them on your phone. If a price differs between your site, your delivery or ordering tool and your Google profile, customers notice. See [Change a menu item or a price](#).
- ☐ Photos are current. Replace any that are out of date. Fresh, real photos keep a site feeling alive. See [Add or replace a photo](#).
- ☐ This season's dates. Look at the month ahead and send us any changes about two or three weeks before. Hurricane season runs from June 1 to November 30. See [Holiday and season calendar](#).
- ☐ Your domain's renewal card. Check that auto-renew is on and the card on the account where you bought your website address is current. If it lapses, your site goes offline and someone else may be able to buy your address. See [Your website address \(domain\)](#).
- ☐ Send all your changes in one email. Put your business name in the subject, and for each change say what to change, which page, and attach any photos. We reply within one business day. See [Request a change](#).

If your plan has the monthly report

Growth and Growth + Voice plans get an email from us on the first Monday of each month, with five numbers about your website compared with the month before. Read it while you do this check, and look at the direction over several months, not one. See [Read your monthly report](#).

Need a hand?

Email hello@zossoz.com with your business name, the page, and what you'd like done, and we'll take care of it. We reply within one business day. See [Request a change](#).

Related guides: [Update your hours](#) · [Where your form messages go](#) · [Holiday and season calendar](#) · [Request a change](#) · [Your first week after launch](#)

More guides: [the Zossoz Help Center](#) · [Questions? Email \[hello@zossoz.com\]\(mailto:hello@zossoz.com\)](#)