



Date: 28-Oct-2024

Delivery Guide for Tayo Public Notary

1. Overview

Introduction:

Thank you for choosing us for your branding and digital setup needs. This guide outlines the deliverables provided to **Tayo Public Notary** and includes instructions on accessing, using, and maintaining each item.

Contents:

This guide covers the following:

- Branding Assets
- Website Files & Access
- Social Media Assets
- Business Email Setup
- Support Information



2. Branding Assets

Logo:

Formats Provided: We've included PNG and PDF files for your logo.

- PNG: Best for online use (such as social media, website, etc.)
- PDF: Print-ready format, ideal for professional printing.

Usage Instructions:

- Recommended Sizes: For web use, choose the optimized PNG files. For print materials like banners or posters, use PDF files.

Company Profile:

Versions Provided:

- Written Profile (Word): This editable version is for updating business information over time.
- Designed Profile (PDF): The professionally designed version is best for external presentations and marketing.

Business Card:

- Files Provided: The business card design is available in print-ready PDF and high-resolution JPG file.
- Printing Guide: We recommend using 300 GSM card stock with a matte finish for a professional look. The dimensions are standard 3.5 x 2 inches.

Letterhead:

- Formats: You have a Word document for easy editing and a high-quality PDF for professional printing.
- Usage: The Word document allows you to customize and use the letterhead template directly in Microsoft Word for daily use.

Mockups:

To help visualize the final products in real-life scenarios. Each mockup provides a tangible view of your brand assets, giving you a sense of how they will look in everyday use and professional presentations.

3. Website Assets

Hosting & Deployment:

Your website is hosted at www.tayonotary.com. We've set up the hosting environment, and the site is live and fully optimized. Contact us if you need a backup or instructions for re-deployment.

Admin Access:

Credentials to access the admin are shared via email.

Maintenance:

- Log in to the admin dashboard monthly to apply any updates.
- Schedule monthly backups, especially before making major changes.
- Security: Ensure password complexity for admin accounts.

4. Social Media Assets

Account Information:

We've created profiles on the following platforms:

Facebook, Twitter, and Instagram.

Credentials for these accounts are shared in email.

Profile Setup:

To maintain consistent branding, please keep profile images, descriptions, and contact details up to date. Here's an overview:

- Facebook: www.facebook.com/tayonotary
- Twitter: www.twitter.com/tayonotary
- Instagram: www.instagram.com/tayonotary

Initial Social Media Posters:

We've designed the first set of social media posters to help launch your online presence. These include:

- Cover Photos: Branded cover photos optimized for each platform.
- Initial Posts: Custom posters for your first posts, created to engage followers and introduce Tayo Public Notary.

On-Location Photography:

We captured professional on-location photos to enhance your brand's visual appeal. These photos are ideal for showcasing Tayo Public Notary's services, staff, and workspace authentically.

- Photo Album: The complete album is available online. Access it <https://taymas.pixieset.com/tayopublicnotary> for easy download and sharing.
- Usage Suggestions: Use these images on your website, social media platforms, and in marketing materials to convey a professional, trustworthy image.

5. Business Email Setup

Access Instructions:

Your business email (info@tayonotary.com) is set up through your hosting provider. Credentials to access the email are shared via email.

6. Summary Checklist

#	Deliverable	Done	Notes
1.	Logo	<input checked="" type="checkbox"/>	Various formats for versatile use
2.	Business Card	<input checked="" type="checkbox"/>	PDF and PNG, AI for future edits
3.	Letterhead	<input checked="" type="checkbox"/>	Editable Word and print-ready PDF
4.	Company Profile	<input checked="" type="checkbox"/>	Word and PDF formats
5.	Website & Hosting	<input checked="" type="checkbox"/>	Live, with admin access provided
6.	Social Media Profiles	<input checked="" type="checkbox"/>	Facebook, Twitter, Instagram
7.	Business Email	<input checked="" type="checkbox"/>	Access details provided
8.	Google Business Profile	<input checked="" type="checkbox"/>	Access details provided
9.	Photography	<input checked="" type="checkbox"/>	Link provided

7. Post-Delivery Support

We're available for a 30-day support period to assist you with any questions or minor adjustments. Feel free to contact us at info@taymastv.com or call us at +252-610366660 during business hours (Saturday-Thursday, 9 AM - 5 PM).

Thank You

Thank you for working with us to bring Tayo Public Notary's brand to life. We're excited to see your continued success and look forward to supporting your future goals. Please reach out anytime with further needs!