



Google My Business and Bing Places listings

Information

Business Name

Business address

Postal address

Service areas

Local postcodes, regional counties, countries

Opening hours and times

Options 24 hours or list each day Monday to Sunday and hours

Add special hours

e.g. Closed Xmas, Boxing Day, New Year.

Tel no

Website address

Primary Service
Other categories?

Select from Google's drop down. If you have multiple categories, e.g you are a pub that does food and B&B, list them all (you can have up to 10) but put the primary category as the one you would want to rank highest for in a search as the primary category carries

Products
or
Services

List images, description and price

List description and price

Business Description

750 characters max

Opened on

The date the company was set up

Photos

Products, logo, the team and posts

Messenger

Links to your FB account

Posts

News updates, offers etc similar to FB posts