ONBOARDING FACT SHEET

What we'll need from you

Access by invite, not by sharing passwords. Most of this takes under an hour. Keep ownership in your name.

Is this a fit?

- This work is priced and set up for Storable's Easy. If you use other software, we'll take a look and send a custom quote.
- An owner or authorized manager can grant access and sign off on facts.
- We can reach your domain — you control the registrar or DNS, or you'll work with us and Storable to release a Storable-hosted address.
- You own the Google Business Profile, or you can verify it.
- Someone can answer questions and approve a preview in about two business days.
- You agree we only publish facts you've signed off.

1. Access to grant (by invite, not by sharing passwords)

- ☐ **Storable's Easy:** add a staff user in our name, plus your rent, payment, and login links. We will also need you on hand to approve a short ticket with Storable at launch.
- ☐ **Web address (domain):** who it's registered with, and delegate or user access so we can set DNS (the settings that point the address to the new site and keep email working). If the domain is on Cloudflare, invite us there for DNS only.
- ☐ **Current website host,** if it is not the Easy site.
- ☐ **Google Business Profile:** invite us as Manager (you stay Owner). If nobody has owner access, tell us now; recovering it can take days to weeks.
- ☐ **Google Search Console and Analytics:** add our Google account as a user if they exist. If not, we set them up in your name.
- ☐ **Optional, if we are doing the $350 Listings cleanup extra:** Apple Business, Bing Places, the Facebook page, and Yelp — add us as a user, or we prepare the edits for you to click.

Preferred invite methods (you stay the owner):

System	Preferred method	You stay
Google Business Profile	Invite us as Manager from the profile users list	Owner
Easy	Add a staff / user login in our name	Account owner
Domain registrar	Delegate access, or a limited user	Registrant
Cloudflare (if used)	Invite us on that zone for DNS only	Account owner
Analytics / Search Console	Add our Google account as a user	Property owner
Apple Business, Bing, Facebook, Yelp	Invite a user, or a short session where you stay signed in	Account / page owner

We don't need your personal passwords. If a system can't invite a user, we schedule a short session where you stay signed in.

2. Information to send

- ☐ **Brand:** logo files, colors, and any signs or flyers you like.
- ☐ **Photos:** see the shot list and "What ready looks like" on the next page. Phone photos are fine; real beats stock.
- ☐ **Units and rates:** we pull these from Easy. You confirm sizes, door sizes, power, covered or outdoor, and any units that aren't listed in Easy.
- ☐ **Policies you want shown:** setup or lock fee, deposit, insurance or protection plan, payment methods, discounts, late fees, vehicle rules.
- ☐ **Access and hours:** gate hours, office hours (if any), how gate codes work, and the main phone (and text number, if it is different).
- ☐ **Your story:** what makes you different, the towns you serve, and anything we must never claim.

3. People and approvals

- ☐ **One point of contact** who can answer questions and approve content.
- ☐ **About two business days** to review the preview and Google profile text. Delays move the launch date.
- ☐ **Written go-live approval** (email is fine).

4. Conditions to start

- ☐ **Payment:** 50% deposit to book your start date; 50% at go-live. Monthly plans bill from go-live, month to month, 30 days' notice to cancel.
- ☐ **Fact sign-off:** you confirm facts are accurate. We don't publish claims you haven't approved.
- ☐ **Ownership:** you own your domain, Google profile, content and photos. We host the site while you're on a plan and hand over a copy if you leave.
- ☐ **Your side:** Easy subscription, payment processing, domain renewal, and Google verification steps that only the owner can do (for example, a short video of the facility).
- **Not included:** paid ads; social posting (a Facebook or Instagram content calendar); SpareFoot bidding or other paid storage-directory commissions. You reply to your own Google reviews. Printed signs, legal or lease wording, and more than two rounds of design changes are also out of scope.
- **Software:** this work is priced and set up for Storable's Easy. If you use other software, we'll take a look and send a custom quote.
- **Timing:** 3 to 5 weeks after Readiness (if needed) is typical. Storable support and Google verification can add time we can't rush.

WHAT "READY" LOOKS LIKE

The shot list for your facility

Photos and descriptions at the standard we build from. Real photos of your facility beat stock photos. A current phone is enough if you follow the tips below. We will pick, straighten, and prepare images for the website and Google.

A facility is ready to build when we have real photos of the place, a photo of each unit type, and clear descriptions in Easy. The shot list covers the entrance and gate with the sign, the office if you have one, wide drive aisles, a row of doors, a unit interior with the door up, RV or boat parking if you offer it, security features that are actually there, and an aerial if you already have one.

If photos or descriptions are thin, Readiness / Cleanup brings them up to this standard first. A phone photo guide is included in that work. If you have no usable photos, we use a local photographer, quoted separately and passed through at cost.

Example of a strong unit description

A 10×20 unit — 200 SF; Door 9' Wide × 9' Tall; Contents from a 3 Bedroom House; Commercial Business Inventory Storage.

This is the kind of description already used on a live Easy catalog (a 10×20 at Kingdom Storage in Townsend, MT). We write to this standard, then lightly polish the same facts for the website. We don't add claims you haven't signed off.

Please send as many of these as you can. Starred items are the most useful if time is short.

Facility

- ☐ * **Entrance and gate,** with the sign readable.
- ☐ * **The sign close enough to read,** plus a wider shot that shows the driveway.
- ☐ **Office exterior,** if you have one.
- ☐ * **A wide drive aisle,** showing how a truck or RV would pull in.
- ☐ **A second aisle** or a corner of the building row.
- ☐ **A row of roll-up doors** from the drive.
- ☐ **Fence, lighting, keypad, and cameras,** only if they are really there.
- ☐ **Night or evening shot** of the drive or the lit sign, if the property is lit.
- ☐ **Aerial or drone** of the site and gate, if you already have one (optional).
- ☐ **RV, boat, or trailer parking** and any covered canopies.

Each unit type

- ☐ * **The door up,** taken from the drive, so a renter can see the opening and the depth.
- ☐ **Optional: a step inside,** showing the floor and a sense of height.
- ☐ **Doors-on-both-sides units:** a shot that shows both ends, if it is safe.
- ☐ **Power units:** a clear photo of the outlet (and the light, if there is one).

Do not use a photo of a 10×20 to represent a 10×10. If a size is not built yet, tell us and we will label a graphic as a representative image.

Orientation, size, and phone tips

- Shoot the original at full quality in the camera app, not a compressed text-message copy. Landscape for aisles, building rows, and aerials; portrait is fine for a single open door or a keypad.
- For the website we want the long edge at least 2,000 pixels. Avoid big text, watermarks, and heavy filters. If people or license plates appear, tell us so we can crop or blur.
- Good daylight, or a planned night shot; tap to focus; stand back so the door and the depth both show, then take one closer shot; wipe the lens; don't zoom if you can walk closer; take two or three frames; send a whole folder (Drive, Dropbox, or OneDrive).

If you have no usable photos

You can follow this guide on a phone and send the folder — that phone guide is included in Readiness / Cleanup ($1,150), and we still select, crop, and upload. If you have no usable photos, we use a local photographer, quoted separately and passed through at cost, working from this shot list. Until real photos exist, we will not pretend a drawing is a photograph.