The One-Inbox Checklist

8 checks so no website inquiry gets missed

- [ ] **1.** Every form sends to one dashboard or shared inbox, not one person
- [ ] **2.** At least two people can see new inquiries
- [ ] **3.** Each inquiry has a status (new, replied, booked, closed)
- [ ] **4.** Someone checks at set times every business day
- [ ] **5.** The most common question is answered on the page
- [ ] **6.** Sign-up or booking links sit next to each offer
- [ ] **7.** Dates, prices and offers on the site are current
- [ ] **8.** You test your own form once a month

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Any box you can't tick is a place inquiries can get lost. Fix those first.