

# The ultimate Contact Us page checklist

Use this checklist as inspiration to help  
you create the perfect Contact Us page.





1

# Contact us today —we're here to help

2

## Customer service hours

Monday - Friday 9am - 7pm

4

### Reach out

📞 555-555-5555

✉️ info@company.com

📍 Street address  
City, State, Zip code

3

5

Message:

## Other ways to get in touch

Let's have  
a chat



Ask the  
community



Connect on  
social media



6

Help center: FAQs



7

# Checklist

## Must-haves:

- 1 ☐ Brand-appropriate heading
- 2 ☐ Your company's customer service hours
- 3 ☐ Incorporate your branding with messaging tone and visuals
- 4 ☐ Contact methods
- 5 ☐ Form fill fields: Name, email, phone number, message

## Recommended:

- 6 ☐ Other contact methods and/or community links
- 7 ☐ FAQs and/or help center with articles related to popular issues