

SHELeads India

A practical, downloadable template for women entrepreneurs.

WhatsApp Business Complete Setup

A 5-point checklist to turn WhatsApp into a real business tool.

Go section by section and check off each one as you complete it. Read the blog post for the “score 1 vs. score 5” description of each area.

1. Profile

Business name, category, address or service area, hours, and a short description — all filled in, not left as a personal contact.

2. Greetings & Quick Replies

A greeting message auto-sends on first contact. Your top 3 most-repeated answers (price, delivery, timing) saved as quick replies.

3. Labels

Every active chat labelled — New enquiry, Order placed, Payment pending, Completed — so you can see your business at a glance.

4. Catalog

At least your 5 best-selling items loaded with photos, prices, and descriptions, so people can browse without asking “what do you have.”

5. Away Message

Set with your real reply hours — honest, not aspirational — so people know when to expect you back.
