



# REQUEST FOR WEBSITE UPDATES

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Please allow webmaster adequate time (1-2 weeks, minimum) to make updates. – Thank You

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

## UPDATE DETAILS

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TITLE OF THE PAGE(s) NEEDING UPDATE (please provide URL if possible): \_\_\_\_\_

\_\_\_\_\_

TEXT AS IT CURRENTLY APPEARS (copy and paste from existing page):

NEW (COMPLETE) TEXT (please limit formatting, including tabs; if attaching a file, plain text is strongly preferred):

IMAGES TO BE UPLOADED (images are attached as \*.jpg; if possible, images have been saved at 72 dpi with the largest side no more than 1200 pixels): \_\_\_\_\_

QUESTIONS? Contact Web Liaison Carol Putnam @ 503-244-2561 or caputnam@comcast.net