THE WEB PRESENTS

WEBSITE CHANGE REQUEST FORM

Website Development & Ongoing Services

Please complete this form for website changes, updates, corrections, or additions. Requests are handled according to your current service plan, available update hours, and applicable turnaround times.

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1. CUSTOMER INFORMATION

Business / Customer Name:

Primary Contact Name:

Email Address:

Phone Number:

Website URL:

Current Service Plan:

☐ Starter ☐ Business ☐ Professional ☐ Premium

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2. CHANGE REQUEST

Request Title / Short Description:

What would you like changed?

Please provide as much detail as possible.

Where is the change needed?

Page name and/or URL:

3. TYPE OF REQUEST

Please select all that apply.

- [ ] Content / Text
- [ ] Image / Media
- [ ] Design / Layout
- [ ] Functionality
- [ ] SEO
- [ ] Form
- [ ] New Page
- [ ] Existing Page Update
- [ ] Other

If Other, please describe:

4. NEW TEXT / COPY

If you are requesting a text change, provide the exact wording you would like used whenever possible.

5. IMAGE / FILE / MEDIA INSTRUCTIONS

Please describe any images, documents, videos, logos, or other files that should be added, replaced, or removed.

File Name(s), if applicable:

Instructions:

6. ADDITIONAL INSTRUCTIONS

Include any additional information, examples, reference websites, links, or special instructions that may help us complete your request.

7. REQUESTED COMPLETION DATE

Requested Completion Date:

Please note that requested completion dates are subject to your service plan, workload, request complexity, and availability.

8. PRIORITY

☐ Standard Request

☐ Urgent Request

Reason for requested priority or completion date:

9. CUSTOMER CONFIRMATION

I confirm that the information provided in this change request is accurate to the best of my knowledge. I understand that requests may be subject to the limits, turnaround times, and terms of my selected service plan. Requests outside the included services may require additional approval or fees.

☐ **I confirm the above information and authorize The Web Presents to process this request.**

Customer Name:

Date:

Signature / Typed Name:

INTERNAL USE ONLY

Request ID:

Date Received:

Assigned To:

Status:

- ☐ Received
- ☐ In Review
- ☐ Scheduled
- ☐ In Progress
- ☐ Awaiting Customer
- ☐ Completed
- ☐ Closed

Completed Date:

Additional Internal Notes:

THE WEB PRESENTS

Subscription-Based Website Development & Ongoing Website Services

Website: **www.thewebpresents.com**

Email: _____

Phone: _____

CUSTOMER SUBMISSION CHECKLIST

Before submitting your request, please make sure you have:

- [ ] Clearly described the requested change
- [ ] Identified the page or URL affected
- [ ] Provided replacement text, if applicable
- [ ] Provided image/file instructions, if applicable
- [ ] Included any relevant links or examples
- [ ] Selected the appropriate request type
- [ ] Confirmed your contact information

Please download and complete this pdf fillable form, save it, and email it to us at support@thewebpresents.com