



**MCCS29PALMS.COM WEB REQUEST FORM**  
 (Please allow for 7 business days to process. All files that need to be uploaded as links and accessible to download from MCCS29PALMS.COM can only be .pdf format.)

<b>MARKETING SPECIALIST:</b>		<b>DATE:</b>	
<b>DEPARTMENT:</b>		<b>CONTACT:</b>	
<b>FACILITY/PROGRAM:</b>		<b>PHONE:</b>	
<b>WEB PAGE URL:</b>		Copy and paste your web page url here.	
<b>CONTENT AREA</b>		<b>CORRECTION NEEDED (Include specific location)</b>	
LINKS - link's to urls you want placed or updated			
DESCRIPTION - text you want added, updated or removed. Additional space is located on page 2			
HOURS - adding, updating/removing the information regarding the hours of operation			
CONTACTS - adding, updating/ removing the information regarding the contacts of your facility			
DOWNLOADS - adding, updating/ removing document (pdf, jpg, word doc's, excel doc's) downloads			
<b>FOR MARKETING USE ONLY</b>			
<b>ASSIGNED TO:</b>		<b>DATE:</b>	
<b>HOURS WORKED &amp; DATE COMPLETED:</b>		<b>DATE:</b>	
<b>DESIGN &amp; WEB MANAGER APPROVAL:</b>		<b>DATE:</b>	
<b>FACILITY MANAGER - YOU WILL BE NOTIFIED AFTER THE COMPLETION OF YOUR REQUEST.</b>			