



# Web Services Request Form

Office of Public Relations  
318-342-3720  
bjordan@ladelta.cc.la.us

Use this form to request web services from the Office of Public Relations. Please answer all questions as completely as possible to help us provide the best solution. Submit the form as an email attachment or through campus mail.

Date: \_\_\_\_\_ Priority: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Requesting Department/Supervisor: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Web Page/Pages: \_\_\_\_\_

Type of Work:  New Copy  Edit Copy  Photo/Illustration  New Link  Other (Explain Below)

Describe Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(attach additional sheet if necessary)

- Writing:**  Text Provided (Subject to Editorial Review)  
 Request Writing Services (Please fill out *Writing Request Form*)

- Photography:**  Photos Provided (High Quality Digital only)  
 Request Photography Services (Please fill out *Photo Request Form*)

Date of Completion: \_\_\_\_\_

Approved by (Department/Supervisor): \_\_\_\_\_