

Society / Journal:

Date:

ASIP – Web Service Request Form

--All inquiries go to the desk of Chris--

Complete and print out this form, & email any additional documents to Chris.

Note: Periodic updates from server-side databases do not necessitate the form below; an email or post-it will suffice.

Your Name

Original Request

Date

Revised Request

***I request additional service to
(Name of Society/Journal)***

Due Date (be realistic; remember Mark sees this)

Justify any Rush Order:

Checklist:

ADOBE CONTRIBUTE content management

ASP FORM content

Banner imagery/animations/Webinar WMV media

Domain/Hosting/DNS

Email Blast

HTML Page content

Social Network

Upload To Internet:

MS Word

PDF

PPT

Other

Website:

Revise/Edit

Create New

Website Navigation/Java/ColdFusion

Website Secure Nested Hierarchy

Other (Please describe what you need done. If the job is complicated or includes additional documents, please e-mail me; If e-mailing instructions please write SEE E-MAIL in this box)

**The priority given to each request is determined by The Executive Officer.
Any change to the request must be re-submitted.**

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