Website Update Request Worksheet

Use this worksheet to request updates to an existing R Web Designs LLC website.
This form is for **content updates only** (text, images, links, products within plan limits).

This is an editable document. Type your completed responses below. Email to rwebdesigns@outlook.com

CLIENT INFORMATION

Full Name:

Business Name:

Email Address:

Phone Number:

Website URL:

WEBSITE TYPE

☐ Quick Shott Website Layout
☐ Quick Shott Ecommerce (up to 3 products)
☐ Quick Shott Ecommerce Plus (up to 9 products)
☐ One-Page Tower Website

TYPE OF UPDATE REQUESTED

(Check all that apply)

☐ Text changes (wording, prices, descriptions)
☐ Image changes (replace or add images)
☐ Button or link updates
☐ Contact information (phone, email, address, hours)
☐ Services list updates
☐ Product updates (within your package limit)
☐ Other (explain below)

UPDATE DETAILS

What needs to be changed?

(Be specific. Example: "Change price from $120 to $150 in the Services section.")

Where is this change located?

(Page name/section name)

UPLOADS / FILES

☐ I am attaching files to this form
☐ I will send files separately by email
☐ I will share a Google Drive / Dropbox link

Shared link (if applicable):

REQUESTED DEADLINE (OPTIONAL)

Preferred completion date:

IMPORTANT UPDATE POLICY

This update form includes:

- Text edits

- Image replacements

- Button and link changes

- Contact information updates

- Product updates within your selected package

This form does NOT include:

- Full website redesigns

- New page creation beyond your layout

- Layout or functionality changes

Additional work outside of this scope may require a new quote.

ACKNOWLEDGEMENT

☐ I understand this request is for content updates only and does not include a full redesign.

Client Signature:

_____

Date:

_____

Fill out this worksheet completely.

- Attach files or include links.

- Email or upload the completed PDF as instructed by R Web Designs LLC to rwebdesigns@outlook.com