

**VILLAGE OF WEST SALEM**  
*www.westsalemwi.com*  
**WEB PAGE UPDATE REQUEST FORM**

If you have information that you wish to have added to (or updated) on our Web Site, please complete this form, and submit it to the Village Administration Office. You must allow 5 working days for the update to be completed, as we need to send update requests to our [www.westsalemwi.com](http://www.westsalemwi.com)'s Webmaster for placement on the Web site.

Please list each item separately. If you have a large text document, please save it as a Word document and place it on a diskette, making sure that the disk is clean of any other files. If you have a picture you need added to the Web page please place it on a disk saved in jpeg, gif, or bit format. Please attach the disk(s), along with a hard copy of your document(s) to this form. Keep in mind that we **are not** responsible for content and **will not** make grammatical, spelling, or other editing changes.

Web sites and information that would be consistent with and supportive of the goals of the Village of West Salem would be considered useful criteria for West Salem's Web site. The Village is not responsible for the content of any linked site or any link contained in a linked site.

***The Village of West Salem's Web site will not provide links to:***

- Sites promoting illegal activities
- Sexually explicit sites
- Sites containing information that violate any of the Village of West Salem's affirmative action or equal opportunity policies.

**PLEASE RECORD UPDATE OR CHANGES HERE:**

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*Use back of form if more space is required.*

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

All changes/updates must be approved by the Village Administrator and [www.westsalemwi.com](http://www.westsalemwi.com)'s Webmaster.

\_\_\_\_\_  
*Village Administrator Approval*

\_\_\_\_\_  
*Webmaster Approval*

*Date Rec'd:* \_\_\_\_\_ *Updated by:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Disk provided: Yes / No*    *Disk returned:* \_\_\_\_\_