



Weill Cornell Medical College

Information Technology & Services Department
Web: <http://www.med.cornell.edu/its>
Phone: (212) 746-4878

Annual Web Maintenance SERVICE FORM

When completed, please fax to (646) 962-0405

Five hours of content updates and web support per fiscal year per site is subsidized by the Dean's Office. Additional work hours require subscription to the annual web maintenance plan.

The Web Maintenance Plan covers 30 hours of web support per fiscal year and includes: *

- Content updates and additions
- Graphic and image changes and updates
- Posting of links, PDF and Word files
- Wiki, CMS, Adobe Contribute, and other Web application support

Your Web Site Address (URL):

http://

Please list all staff members authorized to request work.

First and Last Name(s):

CWIDs: (Center-wide IDs)

example: **abc1234** @med.cornell.edu or @nyp.org

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The Web Maintenance Plan costs \$1,800 per web site per fiscal year (July 1-June 30)

* Work beyond 30 hours will be charged at \$75/hour in 15 minute increments.

Please provide the account information below:

| | |
|-------------------------------------|--------|
| WCMC Account Number: | |
| Administrator/Sponsor Printed Name: | Phone: |
| Administrator/Sponsor Signature: | Email: |

FOR RESEARCH GRANT ACCOUNTS ONLY

Please obtain authorized signatures from both the Principal Investigator and Research Accounting.

| | |
|-------------------------------------|--------|
| Administrator/Sponsor Printed Name: | Phone: |
| Administrator/Sponsor Signature: | Email: |