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| REVISIONS WORKSHEET |

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| NOTES | **Copywriting revisions required:**  |  | **New pages added:** |  |
| **New plug ins required:** |  | **Page Name/s:** |  |
| **List new plugins:** |  | **Placement in Navigation:** |  |

**Location**. **WHERE** the change is happening

**Action**. **WHAT** the change/action is

**Content**. **Provide** the content needed for the action

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| SITEWIDE CHANGES - *sitewide changes include the header, footer, and any element that appears on each page of the site.* |
| ADDITIONAL NOTES FOR SITEWIDE CHANGES |  |
| REVISIONS |
|[ ]  TASK 1  |  |
|[ ]  TASK 2 |  |
|[ ]  TASK 3 |  |
|[ ]  TASK 4 |  |
|[ ]  TASK 5 |  |
|[ ]  TASK 6 |  |
|[ ]  TASK 7 |  |
|[ ]  TASK 8 |  |
|[ ]  TASK 9 |  |
|[ ]  Example TASK | *Currently, this orange color #df8b4a is used throughout the site. Instead, the orange color should be removed and the following blue color #4B8BF5 should be used instead.* |

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| Page Title -  |
| NOTES FOR THIS PAGE |  |
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|[ ]  TASK 7 |  |
|[ ]  TASK 8 |  |
|[ ]  TASK 9 |  |
|[ ]  Example TASK | **SPECIFIC LOCATION CHANGES:** *Currently, on the ‘Contact Us’ page, the ‘Submit’ button is orange. Please change the color of this button to this green color: #00B559.* |

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|[ ]  TASK 8 |  |
|[ ]  TASK 9 |  |
|[ ]  Example TASK | **REPLACING IMAGES:** *Currently, the hero image on all internal pages is* ***beachfront4.png****. Instead, the hero image on all internal pages needs to be* ***beachhouse.jpeg*** |

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