|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School/Service:** | | |  | | | |
| **Requested by**: | | |  | | | |
| **Contact details:** *Please note this will be added to product information on the store as a point of contact for customers.* | | |  | | | |
|  | | |  | | | |
| **Product name:** | | |  | | | |
| **Short description:** | | |  | | | |
| **Long description:** | | |  | | | |
|
|
|
| **Vatable** (Yes/No): |  | | **Price** (inc VAT): | |  | |
| **To note:** *For concerts or conferences etc, where more than one item type for sale (add further rows if needed).* | | | | | | |
| **Variant1:** (e.g.  Waged or Adult) |  | | **Price1:** | |  | |
| **Variant2:** (e.g. unwaged or Senior) |  | | **Price2:** | |  | |
| **Variant3:**  (e.g. Student) |  | | **Price3:** | |  | |
| **Variant4:** (e.g.  Waged or Adult) |  | | **Price4:** | |  | |
| **Total number for sale:** | | |  | | | |
| **Sale & Stock notification email address:** | | |  | | | |
| **Do you wish to be notified when Stock reaches a particular level** (enter figure)**:** | | | | |  | |
| **Opening date:** |  | | **Closing date:** | |  | |
| **Max No of products to be sold per person:** | | |  | | | |
| **Company:**  H1 or H3 |  | **Subproject:** | |  | **Nominal code:** |  |
| **Optional** | | | | | | |
| **Questionnaire:** *Please attach additional details for questions to be asked (e.g. student ID, Student Name) or for conferences: attendee name, organisation, email, dietary, access requirements.* | | | | | | |
| **Attach a picture to display on the product if required:** | | | | | | |
| **Link to Webpage** (e.g. for more information)**:** | | |  | | | |
| **Finance Only** | | |  | | | |
| **VAT Checked:** | | |  | | | |
| **Finance Codes:** | | |  | | | |
| **Company H1 or H3:** | | |  | | | |
| **Input By:** | | |  | | | |
| **Checked By:** TOPdesk ticket no | | |  | | | |