|  |  |
| --- | --- |
| **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 |   |