|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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) | |  | |
| For concerts or conferences etc. where more than one item type for sale (add rows if need be) | | | | | |
| Variant1 (e.g. Waged or Adult) |  | Price1 | |  | |
| Variant2 (e.g. unwaged or Senior) |  | Price2 | |  | |
| Variant3  (e.g. Student) |  | Price3 | |  | |
| 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 | |  | | | |