|  |  |
| --- | --- |
| 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 |   |