**On-Line Shop Product Request Form**

**Product Guidance Notes**

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| Product Name |  | This should be the name of the product as you would wish it to appear on the on-line shop. |
| Short Description |  | This should be a brief description that will appear under the product name. |
| Long Description |  | This should be a more detailed description which will be available for Customer viewing. |
| Price | £ | This should be the price, inclusive of VAT if applicable. |
| Postage & Packing |  | This should be the price of any postage, if applicable. |
| Maximum Stock |  | This should be the maximum number of stock or places available with regards to the product. |
| Sales Confirmation Email | studentsunion@hartpury.ac.uk **Also insert treasurer’s / clubs email address**  | This should be the email address where sale confirmations should go. More than one email address can be specified.  |
| Visible From |  | This is the date from which payments are to be accepted. |
| Visible To |  | This is the date which the Product will appear online until. |
| Image | **Or insert club logo**  | Please provide an image for the Product. If no image is provided then the Hartpury logo will appear. Please remember to add the image as an attachment to your email. |
| General Ledger Code | **Ask the SU manager for your code if you are not sure**  | This should be the general ledger code receipts should be credited to. If this product is, for example a new trip, please indicate a new code is required. |
| Questions 1 | Student name | Please enter any information you need from the customer e.g. student name, D of B. Questions can be added to the product in various forms, e.g. tick boxes or text. (If a question has a multiple choice answer, please provide the options.) |
|  2 | Student course |
|  3 | Student ID |
|  4 | **Consider what other questions you need to ask** |
|  5 |  |
|  6 |  |

**Please note:** If you have any general queries when completing this form, or need to enquire about specific question/answer formats, please contact the SU.

**When completed, please email your request to your C&S Officer.**