***Product Request Form***

During your time running a society you may want to sell merchandise for your members such as a society hoodie. Please fill in this document to provide us with the information required to add this to the website on your behalf.

Selling your products through the Wolves Students’ Union website has the added benefits of directly sending money into your society account minimising the risk of money being lost. It also enables you to add customization to product and allowing only your members to purchase the product.

Please be aware all products that go through the Wolves Students’ Union website will have a 20% VAT included.

***Please complete this form 10 days in advance of wanting to put the product on the website. This gives us enough time to process the item.***

# ***Selling Products***

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| Society Name: |
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| Contact Email: This is to give us a contact email to confirm once the product has been completed or if a problem occurs |
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| Product Name: (This is the name we will include on the website) |
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| Price of the product for members:  If this changes per product then another form must be completed for each one. |
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| Price of the product for non-members (Optional): |
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| Description of the product: Include a description of the product you would like displayed on the website. |
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| Stock limit for the product:  Please put the number of units you can sell, if there is no limit please put ‘none’ |
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| Customizable options: Please include in here any option that are available (Size, Colours, personalisation for naming with the character limit). Please also include if each is optional or compulsory to the product. |
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| Do you need any more details from the customer? |
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| When would you like the product to go on sale and when it will come off: Please include the date and time for both parts (e.g. 9:00am 06/05/2021) |
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| Receipt:  Text to be included on the email receipt, for example when the product will be ready to collect, who to contact if any chosen options are incorrect etc. |
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| Delivery/ Collection  Any delivery or collection details, for example if you'd like to charge extra for delivery to the purchaser. |
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Thank you for completing the product request form please now email it to [societies.wolvesunion@wlv.ac.uk](mailto:societies.wolvesunion@wlv.ac.uk)