



MARKETPLACE REQUEST FORM

Description of Store (Types of merchandise or services being sold with costs/fees, dates of services, limit of purchases):

Expected Go Live Date: _____

Expected Close Date (If product is not offered continuously): _____

Contact Information:

First Name: _____

Last Name: _____

Email: _____

Phone: _____

Department: _____

Target Market (e.g. Students, Local Community, International, and Online Community):

Questions to ask customers (For example: first name, last name, student ID, email, phone number):

FOAPAL:

Fund	ORG	Account	Program

Refund Policy (refunds / exchanges):

Additional Comments:
