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## MARKETPLACE PRODUCT REQUEST FORM

**Product Name(s)** (Ex: Admission Ticket, Organization T-Shirt, Membership Dues):

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**Text for Product Page** (Ex: Purpose of fundraiser, costs, what cost includes)

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**Expected Go Live Date** (At least 2 weeks from application completion): \_\_\_\_\_

**Expected Close Date** (If product is not offered continuously): \_\_\_\_\_

**Contact Information:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

**Target Market** (Ex: Students, Local Community, International, Online Community)

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

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**Refund Policy** (refunds / exchanges):

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**Email Receipt for Customers:**

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**Additional Comments:**

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Please download completed form and email to [marketplace@AState.edu](mailto:marketplace@AState.edu)