



---

## MARKETPLACE REQUEST FORM

**Store Name:** \_\_\_\_\_

**Text for Store Page** (Short paragraph describing organization, department, event):

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**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)

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

Refund Policy (refunds / exchanges):

Email Receipt for Customers:

Additional Comments:

FOAP:

Table with 4 columns: Fund, ORG, Account, Program

Please download completed form and email to marketplace@AState.edu