



LaFortune Information Desk & Student Shop ND

Managed by the Student Activities Office
Product Sales Request Form

Contact Information:

Organization: _____

Contact Person: _____ Contact Phone: _____

Contact Address: _____ Contact E-Mail: _____

Advisor/Rector: _____ Advisor/Rector Phone: _____

University Account to be Credited: _____-_____-_____-_____-_____

Product Information:

Product Title: _____

Would like item offered at [Info Desk Only] [Student Shop ND Only] [Both]

Retail price of item at Information Desk (inc. 20% commission, excluding tax): _____

Retail price of item on Student Shop ND (inc. 10% commission, excluding tax/shipping): _____

First Date of Sale (if applicable): _____ Last Date of Sale (if applicable): _____

Starting Inventory: _____ Is more inventory available if initial stock runs out? Y / N

If sizes, list size & quantity of each) _____

For items to be offered on Student Shop ND, please complete the following:

Brief Product Description *different* from Product Title (e.g. "Proceeds benefit. . ."):

Full Product Description to appear on Product Page (attach separate page, if necessary):

AGREEMENT TO TERMS

As the official representative for the group listed above, I accept the responsibilities associated with selling items at the LaFortune Information Desk and/or Student Shop ND particularly:

- I will be the primary contact for the sale of this product on Student Shop ND. All questions will be referred to me. If I am not available, my advisor/rector will be contacted.
- Before the product is published on-line or offered for sale at the Information Desk, a current copy of the product's approved SAOnline form must be on file with the Student Activities Office.
- My group will be responsible for paying the fees (indicated above).
- For items offered on Student Shop ND, the only shipping options available will be US Priority Mail and campus pick up.
- The Student Activities Office may remove this item from the site or Information Desk at any time and/or alter the posting of this product as deemed appropriate.

Contact Person's Signature: _____

Date: _____

Advisor / Rector Approval Signature: _____

Date: _____

Student Activities Office Signature: _____

Date: _____

<http://studentshop.nd.edu>

