Marketplace Store Request Form

## Financial

There will be a 3% processing surcharge on all sales to cover the merchant discount fees on credit card sales.

**Initial to indicate you understand there will be a 3% processing surcharge:**

Store Name:

Store Manager:

Will this store have items that will need to be shipped once purchased? Yes No

If so, fulfiller(s) name(s):

Detail Code: -or- Finance Index-Account to deposit to:

If this is for an event, date to close store:

## Items to Purchase

If you already have a mailer or website that lists all information such as item, description and cost, then please provide the link or copy of mailer with this form. Otherwise, please fill out the below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Additional Information to Collect (shirt size, phone number, W#, etc.)** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*If additional rows are needed, please submit details on a separate document.

## Graphics

Marketplace has the ability to import graphics to use on the front page of the store and for each product. Please email [blairhellstrom@weber.edu](mailto:blairhellstrom@weber.edu) jpegs of the files you would like to see in your store.

## Signatures

Requestor

Head of Department