SALES Ecommerce Information Collection Form

All fields are required to setup ecommerce approvals and forms. APPROVAL DATA is mandatory before setup can begin. FORM DATA and DATA COLLECTION are required but may be updated.

APPROVAL DATA (Required)

Description of Event:

Business Purpose (Who is the customer and how does this activity fit within unit mission?):

Event Duration: One time On-going

Index: Activity (if required):

Deposit Coordinator (requestor or other dept. contact who can answer questions):

Deposit Coord. Phone: Deposit Coord. Email:

FORM DATA

Sales Event Title:

Introduction (first thing customer sees, describes your event in as much detail as you want):

Link to logo (will use standard UO logo if none):

**If more than one product or price point are required simply include title, description, and price for every product in the email when you submit this form. No need to complete the form in full more than once.*

Product Title (if different from sales event title):

Product Description (include features customers will want to know before they buy):

Product Price:

Delivery Method and Timeframe:

Refund Policy (default is none):

DATA COLLECTION:

Provide a list of data you would like to collect from the buyer (typical selections are First name, Last name, mailing address, email, phone):