Online Product Request

|  |  |
| --- | --- |
| Society/Club Name: … | Committee Position:… |
| Name: … | Username: … |

**Name of Product/Event:** *This will appear on the webpage* **Date and time of Event:**

… …

**Description:** *Give a brief outline or information*

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**Prices**: MUST include VAT, unless the product is VAT exempt

|  |  |
| --- | --- |
| Members: … |  |
| Non Members:… | Department Code: |
| Price excluding VAT: …  *if applicable* | Finance Code: |

|  |  |
| --- | --- |
| **Available to :** | **Number of items available :** |
| Members Only : | Specific Number: … |
| Members and Non-Members:  Exclude Under 18s? (for example, club nights): | Unlimited Number: |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Customisations (if applicable) Add another sheet if necessary** | | |
| Size Options: | Colour Options: | Name Options |
| 1.... | 1.... | 1.... |
| 2.... | 2.... | 2.... |
| 3.... | 3.... | 3.... |
| 4. | 4.... | 4.... |
| 5.... | 5.... | 5.... |
| **Meal Options: (please submit this form via email if there are meal options)** | | |
| Starter: | Main Course: | Dessert: |
| 1.... | 1.... | 1.... |
| 2.... | 2.... | 2.... |
| 3.... | 3.... | 3.... |
| 4.... | 4.... | 4.... |
| 5.... | 5.... | 5.... |
|  |  |  |

|  |
| --- |
| **Email Receipt** |

If this form isn’t included in an Event Planner please email it to:

Sport – subathsport@bath.ac.uk

OR Societies – susocieties@bath.ac.uk

|  |  |  |
| --- | --- | --- |
| **On Sale:** | Date:… | Time:… |
| **Off Sale:** | Date:… | Time:… |