

If you are stuck at any stage of filling out the form please refer to either these notes or this [link](#) before contacting the Income Team.

Trip location and title

Please state the destination of the trip, as well as any qualifiers for eligibility (e.g. Fashion courses trip to New York)

Start to End date

In DD/MM/YYYY format, when do you leave and when do you return?

Description

Ensure students are aware of exactly what the price covers, as well as any additional detail on any planned excursions.

VAT Rate

What VAT rate is chargeable on the product? If you are unsure, please contact the accounts team, or your finance officer.

Price including VAT

The total price based on the VAT rate given.

Can the customer choose the price?

If the customer can decide how much they pay for an item, please select yes, if the price is set then select no.

Number of places available

How many students can go on the trip? [If unlimited, please enter N/A]

At what level of places remaining would you like to be contacted?

If you'd like an email when a certain number of places remain, please enter that number here.

Who should be contacted if places run low?

Please enter the contact email to notify when the trip has sold enough to reach the low place warning level

Sale notification email

Please enter the contact email that will receive a message every time a product is sold (if applicable)

After purchase information email

If there's anything the customer needs to know once they've booked their place, enter the information here and it will be emailed directly to the customer.

Visible on shop to/from

In DD/MM/YYYY format enter a date to show us when you'd like the trip to appear on the shop, and when you'd like it to go offline. If there's no end date please enter N/A.

Lifetime purchase limit per account

How many places can a customer book in total (not in one go, a permanent limit)

Maximum per basket

How many places can a customer book in one transaction?

External URL

Do you have a link to another webpage with more information on the trip the customer should see before purchase (e.g. A Facebook group or a hotel's website) please copy the link here.

Image

Please make sure you attach an image to the email containing your completed template, if a form is attached without an image to go alongside it the product will not go online.

The image should be 140x140 and in jpg format, to do this, open your chosen image in Microsoft paint, from there, click the resize button found under the home menu, move to pixels (ensuring the 'Maintain aspect ratio' box is unticked, and enter 140 in each box. Save this new picture under save as, ensuring 'Save as type' is a jpeg, and attach this to your email along with the completed form.

Does your product require a questionnaire?

Yes/No question, if you need more information from the customer to complete their order select yes, otherwise no. Please supply the questions in this space. **(If you require specific answers to each question, note them in each box and we will format accordingly)**

Please be aware by default all trips will have a questionnaire attached for health and safety reasons, so the following information will be available as standard:

- ***Name and Student Number (if the trip is for students)***
- ***Date of birth***
- ***Address***
- ***Current medical conditions***
- ***Current medications***
- ***Known allergies***
- ***Doctor's name***
- ***Contact number for Surgery***
- ***Next of kin contact number/name***
- ***A passport number (international trips only)***

Cost centre

Our team needs both a **4 letter cost centre** to ensure any money from sales goes to the correct budget, if you don't know this information please contact your school finance officer (**not the income team or accounts team**). *If the attached form shows red on this cell the form will be returned and not actioned.*

Account code

Do not interact with this field, all trip codes use account code 469156

Project code/Project costing

If you've set up a project code for this product put it here, this is not mandatory for all items.

Access to reports

Once your product is online, you'll need to see information on how it's doing, and potentially any information provided in questionnaires. Put the names of those who will want access to this information and they will be sent guidance on running reports with their log in to the back office of the shop. At least one member of staff needs access to this information. *If the field on the attached form shows red the form will be returned and not actioned.*