

UNIVERSITY & STUDENT BUSINESS SERVICES

eMarket Request Form

Completed forms should be emailed to kwasham@memphis.edu.

A minimum of 1 weeks is required to adequately plan and develop the site.

Please refer to the eMarket Text/Image Placement Example for reference when completing the request form.

Department/Organization:			Date:			
Primary Contact:			Phone	:		
Email Address:			<u>, </u>			
Date site needed by:						
Storefront Title:						
Purpose for Storefront:						
What type of eMarket do you need?	□One Time	□Ongoing	□Semester Update	es □Annual l	Jpdates □Othe	r
Do you want to receive an email notification of each transaction? If yes, please list email addresses.						
The receipt to the user needs to be sent from an email address. What email address to you want to use? (Many departments/organizations use a department email.)						
Account Number	Index	Fund	Organization	Account	Program	Activity
Images	□Default □Attaching JPEG image (943x <500pixels, 1MB Max)					
Items	List each item for purchase individually on next page.					

eMarket Items

Item Name	Short Description (optional)		Fields - if needed (data to collect from	Can customer purchase more than one?	Item Image
Example: Conference Registration	Includes continental breakfast and snack	\$300.00	customer at checkout) Name Email Phone	□ Yes □ No	