



Completed forms should be emailed to [kwasham@memphis.edu](mailto: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.

<b>Department/Organization:</b>		<b>Date:</b>				
<b>Primary Contact:</b>		<b>Phone:</b>				
<b>Email Address:</b>						
<b>Date site needed by:</b>						
<b>Storefront Title:</b>						
<b>Purpose for Storefront:</b>						
<b>What type of eMarket do you need?</b>	<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing <input type="checkbox"/> Semester Updates <input type="checkbox"/> Annual Updates <input type="checkbox"/> Other					
<b>Do you want to receive an email notification of each transaction? If yes, please list email addresses.</b>						
<b>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.)</b>						
<b>Account Number</b>	<b>Index</b>	<b>Fund</b>	<b>Organization</b>	<b>Account</b>	<b>Program</b>	<b>Activity</b>
<b>Images</b>	<input type="checkbox"/> Default <input type="checkbox"/> Attaching JPEG image (943x <500pixels, 1MB Max)					
<b>Items</b>	List each item for purchase individually on next page.					

