

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?</b><br>(Many departments/organizations use a department email.) |                                                                                                                                                                                     |               |                     |                |                |                 |
| <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.                                                                                                                              |               |                     |                |                |                 |

eMarket Items

| Item Name                              | Short Description<br>(optional)                   | Price    | Fields - if needed<br>(data to collect from<br>customer at checkout) | Can customer purchase<br>more than one?                     | Item Image |
|----------------------------------------|---------------------------------------------------|----------|----------------------------------------------------------------------|-------------------------------------------------------------|------------|
| Example:<br>Conference<br>Registration | Includes<br>continental<br>breakfast and<br>snack | \$300.00 | Name<br>Email<br>Phone                                               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |            |
|                                        |                                                   |          |                                                                      |                                                             |            |
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|                                        |                                                   |          |                                                                      |                                                             |            |