



## Sign-off

## Form B

Staff Details		
Staff Name		
E-mail		
Phone		
Staff ID		
Room / Building Location		
Product/Event/Conference Details		
Name of Product/Event		
Product code/Booking prefix		
IssueTrak number:		
Product or Event Details		
Questions:	Please choose Y/N	If No please provide details in boxes below
Have you viewed all pages?	Yes / No	
Has the item been placed in the correct category?	Yes / No	
Is the summary description of the product /event correct	Yes / No	
Is the detailed description of the product /event correct?	Yes / No	
Is the picture of the product / event acceptable? <b>Please note:</b> You must ensure that you have obtained relevant permission for any images used.	Yes / No	
Are the prices listed correct?	Yes / No	
I confirm that I am authorizing the Product/Event/Conference to be made 'Live'. I confirm that I have read and understood both the Online Store user guide and the School's terms and conditions for Store product placement.		
Staff name (Please Print name)		