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| **NUIM Shop New Product Setup** |  |
| Product Name: |  |
| Product Description: |  |
| Start Date / End Date (if applicable) |  |
| Business Unit for Income: |  |
| Administration Email address: (confirmation and track orders) |  |
| Standard Text for Customers Email: (Thanks for purchasing….etc.) |  |
| Product Price:(For price matrix – please use sheet2nd page, if required) |  |
| Inventory:(Places on Conference, Books etc.) |  |
| Images (Links): | Please attach to email |
| Requested By/Dept: Date: |  |
| Approved by /Finance Dept: Date: |  |
| Setup by / IT ServicesDate: |  |
| Please send this form to Ray Dully or John McCormack in the Finance Office –income@mu.ie |

Additional Details: