NUIM Shop **New Product Setup**	Maynooth University National University of Ireland Maynooth
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 sheet 2nd 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 Services Date:	
Please send this form to Ray Dully or John McCormack in the Finance Office – income@mu.ie	

Additional Details: