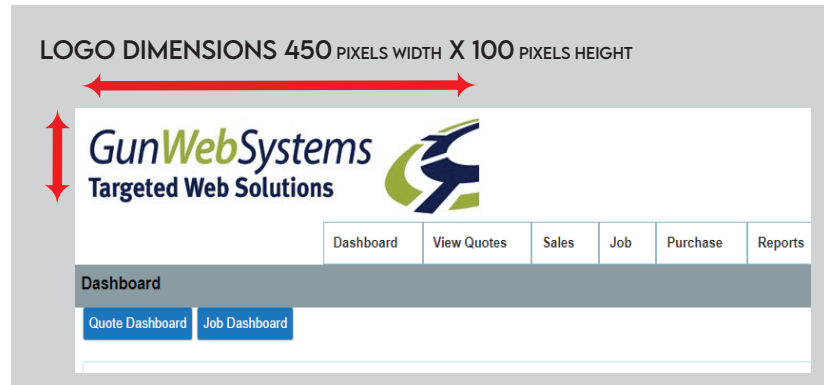


1. LOGO

HEADER

Provide a .PNG/illustrator (no background) file of your logo. This will be displayed at the top of your web page. Logo dimensions are 450 px wide and 100px high.



2. COLOURS

Provide the colours you'd like for your webstore. These colours will be shown on your Header, Footer and buttons across your site. Use RBG or HEX colour format.

3. SLIDER

Slider size dimensions should be 1920 pixels wide and 500 pixels in height



4. PRODUCT IMAGES

Provide product images min 500x500px dimensions. Image names must be .jpeg with no spaces. Image names must be the exact same as the data file image names.



5. WORKFLOW

CLIENT NAME

PAYMENT GATEWAY

Yes No

STOCK

Held Inventory

JOB CREATION REQUIRED

Yes No

PO CONSOLIDATION?

Yes No

URL

Eg, merchstore.gunwebsystems.com.au

SUB DOMAIN:

6. SPREADSHEET

The spreadsheet will be attached to this document. Fill in each column using the green highlighted row as instructions.

Structure of product codes for Promo Office webstore data files

PRODUCT & COLOUR CODING

	A	B	C	D
1	supplier	Group Name	Item	Name
2	TRENDS	Alpha Notebook	ALPHANOTE.00500	Alpha Notebook White



For example, A Navy polo shirt might look like this,
Navypolo.00101 (small)
Navypolo.00102 (Medium)
Navypolo.00103 (Large)

The same shirt, but in white might look like this,
Whitepolo.00201 (small)
Whitepolo.00202 (Medium)
Whitepolo.00203 (Large)

SHORT DESCRIPTION ANATOMY

Product short description will consist of three parts separated by spaces.

