

**Society Merchandise Request**

Society\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key things to consider…**

**Unless members have paid for their own directly, personal names are not permitted and all society property must be returned to the Students Union by the end of the academic year.**

**Is the design suitable? Does it reflect the societies and the SU’s values?**

**Be aware of copyrighted images and the use of trademarks.**

What merchandise do you wish to order?

* Hooded/ None hooded jackets
* Hoodies
* T-Shirts
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you wish to pay for the merchandise?

* Society Funds
* Sponsorship
* Members to pay for their own

The Students' Union is able to obtain high quality, [ethical](http://birkbeckcollege.universityhoodies.org/page/ethical-policy) and low-cost merchandise for its societies. Do you wish to gain a quote from the SU’s supplier?

* Yes
* No

If yes, please provide details of quantities and sizes below. If not, please provide details of the supplier you wish to use along with a quote from the company.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach a copy of the design you wish to use with as much detail as possible.

**Approved / Disapproved Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**