

# WISCONSIN COMMON MARKET

## General Product Listing Worksheet

**Member's Name:** \_\_\_\_\_ **Business Name:** \_\_\_\_\_

The purpose of this form is to help you think through your product description and the **required listing information**. Use it as a tool to make sure potential customers have all the information needed to be able to buy from you. This form is not required, but it is for you to use as a guide. Fill out one form for each item you wish to list on the Wisconsin Common Market.

Be sure to include (3) digital photos for each product. One photo should be an overall view while the other two photos can be alternate or close-ups views, showing product details. Acceptable digital format is JPEG (JPG). Photos should be 600 pixels at their widest dimension either vertical or horizontal. Please use this naming standard for your digital photos:

**business\_product\_viewX.jpg**

**Product Category:**

<input type="checkbox"/> Music, Arts & Fine Crafts	<input type="checkbox"/> Apparel / Textiles / Accessories	<input type="checkbox"/> Jewelry/Gems
<input type="checkbox"/> Antiques and Collectibles	<input type="checkbox"/> Native American / Cultures of Wisconsin	<input type="checkbox"/> Other Great Products
<input type="checkbox"/> Specialty Foods	<input type="checkbox"/> Home, Hearth & Garden Décor	<input type="checkbox"/> Lodging & Special Attractions
<input type="checkbox"/> Professional Services		

**Product Name:** \_\_\_\_\_

**Please write your product description here:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Retail Price:** \_\_\_\_\_

**Shipping Weight:** \_\_\_\_\_

**Total shipping and handling charges:** \_\_\_\_\_

The product will ship within \_\_\_\_\_ days after receipt of order notification from the website.

**My preferred method of shipping is:**     United States Postal Service (U.S.P.S.)     Federal Express (Fed Ex)     United Parcel Service (UPS)  
 Other: \_\_\_\_\_

**What is your RETURN POLICY?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Item Dimensions**

**Height:** \_\_\_\_\_

**Depth:** \_\_\_\_\_

**Width:** \_\_\_\_\_

**Will Colors Vary?**     Yes     No

**Colors Available:** \_\_\_\_\_

**Please list the Material / Fiber Content / Ingredients used:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Shipping Cost:** \_\_\_\_\_

**Handling Cost:** \_\_\_\_\_

