

# LET'S GET STARTED

PLEASE FILL OUT THE QUESTIONNAIRE BELOW



**STORE NAME**

## WHY WOULD AN ONLINE E-COMMERCE STORE HELP YOU?

- My space is too small for merchandise and inventory.
- We don't have the personnel to operate an online merch store.
- Don't have the time.
- Selling merchandise isn't our main business or form of income but would like to expand our brand.
- Other:

## WHAT ARE YOUR GOALS?

### STORE PRIVACY

There are 2 options, public or private. By choosing public, anyone will be able to access this portal to purchase items. If you choose private, a password will be needed to access the site.

**PUBLIC**       **PRIVATE**

## IS THIS STORE GOING TO PRINT AND/OR PRODUCE ORDERS ON-DEMAND? OR, ARE YOU PLANNING ON PRINTING/PRODUCING ALL OF THE ORDERS ON A FIXED DATE?

**ON DEMAND**

This store will print/produce on-demand as orders as they come in.  
(With this option customers will have to pay to have their orders shipped to them)

**EXPECTED PRODUCTION DATE**

We will gather orders on a certain date/s and produce in bulk. With this option your bulk orders will be produced & separated by customer & will need to be picked up & distributed by you (the school) With this option, customers won't need to pay for shipping charges.

If Applicable, what date/s would you like us to drop & produce orders?

## WHAT IS THE DURATION YOUR STORE WILL REMAIN OPEN?

Will this store remain open or only stay open for a certain amount of time? Stores that are only open for a duration of time, can be disabled & easily re-activated in the future.

## PAYOUT SCHEDULE

Payment is mailed out on the 10th of each (unless otherwise discussed)

## CUSTOM CHECKOUT FIELDS:

Is there any additional information you would like to collect upon check out? Besides their full name, contact information & actual order details (purchased product, size etc.)

If so, please list below addition information needed.

## IF APPLICABLE, PLEASE INCLUDE THE LINKS TO YOUR SOCIAL MEDIA TO BE INCLUDED ON YOUR STORE:

- Facebook.com/
- Instagram.com/
- Twitter.com/
- Linkedin.com/
- Pinterest.com/
- Youtube.com/

## DOMAIN SETTINGS

Default: stores.inksoft.com/Your\_Store\_Name

Custom:

If you wish to use a custom domain name, you must first purchase the domain name. DSPE will not purchase or provide you with a domain. The most common site you can use to purchase your domain is [www.godaddy.com](http://www.godaddy.com)

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### THE DEFULT VERBIAGE:

We strive for 100% Customer Satisfaction. If you are not completely satisfied with your products or Service, please contact us immediately.

### IF APPLICABLE PLEASE ENTER YOUR CUSTOM MESSAGE FOR TERMS OF USE:

### THE DEFULT VERBIAGE:

Thank you! Your order has been placed.

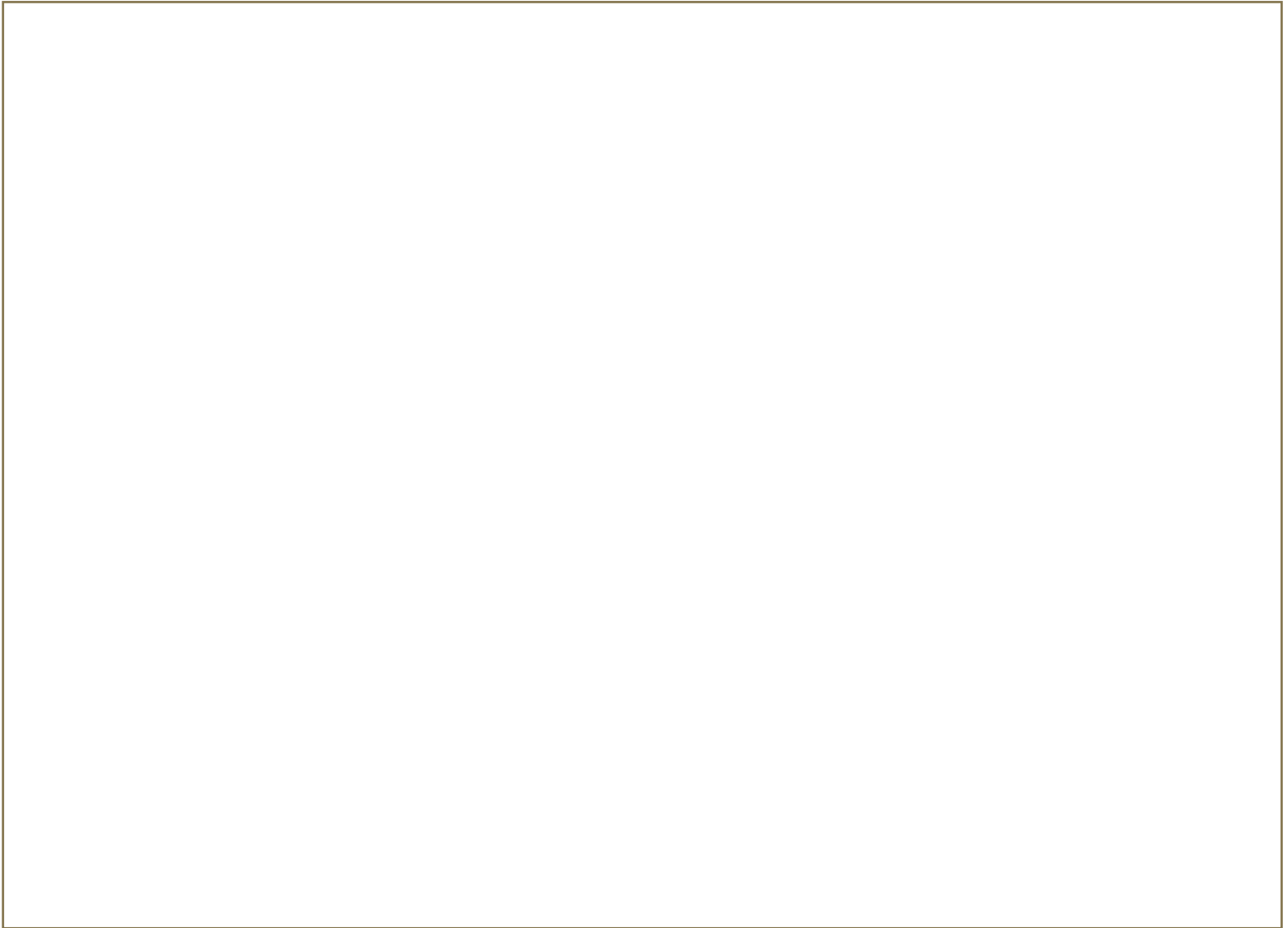
An email confirmation has been sent to you. If you have any questions or if you need to make a change, contact us.

### IF APPLICABLE PLEASE ENTER YOUR CUSTOM THANK YOU MESSAGE:

## PLEASE TELL US THE TYPES OF PRODUCTS YOU WOULD LIKE TO OFFER ON YOUR STORE.

Please include details like item, fit (ladies, youth, unisex, etc), item colors, etc.

If you are unsure and need some inspiration, feel free to take a look through our online catalog [www.dspe.us/catalog](http://www.dspe.us/catalog)



## ALONG WITH THIS EMAIL, PLEASE ATTACH THE FOLLOWING FILES NEEDED TO DISPLAY YOUR BRAND

### Store Logo:

The store logo will be used just about everywhere: your store header, customer emails, and packing slips.

Minimum height: 100px, but a higher resolution logo will look better!

Supported file types: .png, .jpg, .gif, .svg

### Store Icon:

This should be a square, simplified version of your logo. It'll be used as your website's favicon, as well as the icon for phone and tablet bookmarks.

Minimum size: 128px by 128px

Image must be square

Supported file types: .png, .jpg, .gif, .svg

### Store Merch Designs:

The best format to use is a vector. (.eps or .ai)