

# Existing Product Form

**Supervisor to complete this section**

School \_\_\_\_\_ Date \_\_\_\_\_

Product Description \_\_\_\_\_

**Complete A, B or C from the below:**

**A. Obsolete / Discontinuing Product**

1. Remove Product ASAP
2. Discontinue with Sale (complete B also)
3. Discontinue with no Sale Attach Reorder Report

Reason for no longer selling?

Is there stock remaining in product?      YES                      NO

Complete School "Request to discontinue"

Comments \_\_\_\_\_

**B. Price Change**

JNR Current Price \$                                      JNR New Price \$

SNR Current Price \$                                      SNR New Price \$

Reason for price change?

Start + Finish Date (sale only)

**C. Product / Garment Changes (logo, fabric, style, year group)**

Attach 'Red' Product Form                      Complete section A + B

Complete School "Request to discontinue"

Comments \_\_\_\_\_

To use this file electronically:

- Click "file" - "save as" - Rename & save file to your computer to either print or send via email.

**Head Office Staff to complete this**

Team	Task	✓	Notes
Management <small>To be completed before code is actioned</small>	Price and Sales Changes Approved		
	Update Costings + Retail Comparison		
Operations	Change product category to Retail Commission 0%		
	Untick 'Can be purchased'		
	(If discontinuing) Remove stock from system + invoice school for remaining stock		
	Mark as 'Not Returnable'		
	Add to 'Clearance' website category		
Production	Advise Warehouse <i>(If pick and pack school)</i>		
	Pink Box if product discontinuing (flag not to reorder)		
Shop Support	Update Storyboards		
	Update Pricelist + Add Online		
Admin	Scan document		