

# New Product Form

**Supervisor to complete this section**

Retail Wholesale Original  
 School Date

- A** AWH Generic (Plain product with no decoration)
- B** AWH Generic (With decoration + Production Order Form to be completed and attached)
- C** Custom Product (Production Order Form to be completed and attached)

Product Type (A, B or C) Product  
 Style Colour BOM/Fabric  
 Gender Year Size Chart #

Select Size Range

Tights Cotton	3-4	5-6	7-8	9-10	11-14	AVG	SML	TALL	XTALL	XXTALL
Tights MF	SML	AVG	TALL	XTALL	XXTALL					
Socks	J5-8	J9-12	J13-3	S2-8	S8-11	S11-14	S14-17			
Clothing	J2	J4	J6	J8	J10	J12	J14			
Clothing	XS	S	M	L	XL	2XL	3XL	4XL		
Clothing	L8	L10	L12	L14	L16	L18	L20	L22		

Add Other / Additional Sizes Here

Retail Price - Inc Split Prices if applicable Price approved Rebate Y / N

To use this file electronically:  
 - Click "file" - "save as" - Rename & save file to your computer to either print or send via email.

## Head Office to complete this section

AIM Description   
 AIM Code  Supplier  Last Cost

Team	Task	✓	Notes
<b>Management</b> <small>To be completed before code is actioned</small>	Product Category (Rebate)		
	Product Type - Storable or Service		
	Add to Costing Sheet		
<b>Operations</b>	AIM Description Tick 'Embroidered' or 'Unembroidered'		
	General Information: 1. Product Type 5. Product Category 2. School 6. Tags 3. Sales Price 7. Internal Notes 4. Customer Taxes		
	Sizes: Add Sizes		
	Sales: 1. Available in POS 4. Website Category 2. POS Category 5. Weight 3. Warranty		
	Purchase: 1. Add Supplier + Cost 2. Delivery Lead Time		
	Advise Warehouse of new product		
<b>Production</b>	Update Storyboards		
	Inventory: 1. If BOM, tick Resupply Subcontractor on Order 2. Manufacturing and Customer Lead Time 3. Set up BOM 4. Code		
<b>Shop Support</b>	1. Size Chart 2. Size Video 3. Alternative Products 4. Publish Online		
	Update Price List + Add Online		
	Photograph Item + Add to product		
<b>Admin</b>	Scan Document		