

Vendor Store Setup

Please complete the below form and return to business@lovebasingstoke.co.uk.

Are you a business registered in Basingstoke and Deane? Use [Find my Council](#) to check if you are not sure. YES NO

Do you already have a Stripe account? YES NO

Store owner info

First name: Click or tap here to enter text.

Last name: Click or tap here to enter text.

Email address for creating account and communicating with customers (this will be shared with customers in sales confirmation emails): Click or tap here to enter text.

Preferred email address for The Borough Basket communications, if different: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Store configuration

Name of business as it will appear on the website: Click or tap here to enter text.

Address line 1: Click or tap here to enter text.

Address line 2: Click or tap here to enter text.

City: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Address: this will appear on emails providing details of where customers can pick up from. Are you happy to display your address? YES NO

Is VAT applicable on your products YES NO

Does your store need stock management enabled? This will give the option to have products disabled to be purchased from the website when out of stock. **YES/ NO**

Delivery

Local pickup

Offered? YES NO

Local delivery

Offered? YES NO

If yes, charge (if applicable. If left blank we will assume FOC): £Click or tap here to enter text.

Postcodes served (eg all of RG21) Click or tap here to enter text.

Shipping

Offered? YES NO

Please be aware that we are only able to input a flat rate shipping charge. Please advise on charge: £Click or tap here to enter text.

Please indicate which of the following types is your store, and answer the related questions

1. Food delivery / Pick up service

For vendors offering products that can be delivered in a short period of time. This will most likely be places serving hot food, like restaurants.

How many orders will you be able to process within half an hour? [Click or tap here to enter text.](#)

Opening hours for each day of the week: [Click or tap here to enter text.](#)

Holidays / closed days during the year: [Click or tap here to enter text.](#)

2. Dine / Pub table service

For vendors offering dining services and use The Borough Basket to take in-store orders.

How many tables do you have? [Click or tap here to enter text.](#)

What are the names of your seating areas? [Click or tap here to enter text.](#)

3. Standard store selling products or services

A standard e-commerce store, needs no specific info

You will need the following content in order to build your store: please tick to show attached

- ♥ Your business logo
- ♥ A main picture for use with your business name on the listing
- ♥ A banner image for the top of your shop
- ♥ An introduction to your store (insert text below)
[Click or tap here to enter text.](#)
- ♥ Your returns policy (insert text below)
[Click or tap here to enter text.](#)
- ♥ Please confirm you agree to the [Vendor Terms and Conditions](#)

You will get an opportunity to set up your own Stripe account once you have received your login details for your mini-WordPress site with WooCommerce plugin and changed your password

By providing us with the information on this document you are consenting to us using your personal information to build your online store on the [WooCommerce](#) Wordpress plugin. Your details will be stored and used only for the purpose of communications relating to The Borough Basket and could be shared with our partners Basingstoke and Deane Borough Council (BDBC) and The Designlab, to set up your store initially. You can ask for us to delete your information from our databases at any time, and we will not make your site live until you have given us the permission to do so and agreed to our Terms and Conditions.

The Borough Basket is brought to you by The Designlab in partnership with the Love Basingstoke group, including Basingstoke and Deane Borough Council, Basingstoke Together Business Improvement District, Festival Place, Destination Basingstoke, Basing View, Anvil Arts, London Clancy, BDT Commercial Property Agents and The Malls , and supported by IncuHive.

