Klarstig

# Administration Beauty & Salon Purchase Request

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Describe the service or action you need and the information required to assess and route the request. State the impact and timing clearly.

## Contact and reference

**Organization using this document**

Maple Street Community Center

**Your name or contact reference ***

Alex Rivera

**Email for a reply if needed**

alex.rivera@example.com

## Information for this document

**What are you requesting ***

(Free-text answer - not filled in for this example)

**Reason and expected result ***

Attendance rose from 42 to 57 people; two sign-in sheets were incomplete and have been re-checked.

**Date needed**

November 14, 2026

**Operational priority ***

Routine

**Who or what is affected ***

Reach more local families this year and support a youth reading program with visible community results.

**Location system or project reference**

REF-2026-0148

**Actions already attempted**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## Specific details

**Items supplier and purchase purpose**

Complete when relevant to this request.

Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

### Specifications alternatives budget allocation and required delivery

$4,800 in total: $3,000 for books and materials, $1,200 for snacks and $600 for volunteer training.

## Operating context

### Salon location and service category

Complete when relevant to this request.

Operations

### Timing preparation preferences and practical adjustments

Maria Lopez, volunteer coordinator, Eastside Food Pantry, (555) 010-0163.

## Team specific details

### Administrative record owner or reference

Complete when relevant to this request.

Operations

### Filing handover and record handling requirements

(Free-text answer - not filled in for this example)

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA