Klarstig

Administration Professional Services Meeting Time Poll

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

Record a preference on the stated decision. Review the available choices and note any constraints that affect your participation.

Contact and reference

Organization using this document

Maple Street Community Center

Your name or contact reference

Optional. Leave blank if you do not want to identify yourself in this local draft.

Alex Rivera

Email for a reply if needed

alex.rivera@example.com

Information for this document

Decision or question being considered *

Could you tell me when the next volunteer orientation takes place? I am free most weekday mornings.

Your first choice *

(Short answer - not filled in for this example)

Your second choice

(Short answer - not filled in for this example)

Availability or constraints affecting your choice

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

How strongly do you prefer your first choice *

Preferred but flexible

Reason or suggestion

Check-in was quick and the staff were friendly. Clearer signs to the parking area would help.

Specific details

Meeting purpose and required participants

Complete when relevant to this request.

Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

Available time windows unavailable periods and time zones

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

Operating context

Client engagement and service area

Complete when relevant to this request.

Operations

Deliverables review contacts timing and confidentiality instructions

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

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