Klarstig

Adult Learning Centre - Collection Readiness Check

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

Check that a collection is complete, labelled and ready for the agreed handover. Setting: Adult Learning Centre.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Collection Readiness Check

Collection batch or booking reference *

REF-2026-0143

Items assembled and quantities checked *

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

Labels, packaging and handover location checked *

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

Missing item or instruction preventing release

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

Adult Learning Centre

Learning session and classroom reference *

REF-2026-0147

Teaching pack, exercise set or shared device involved *

(Short answer - not filled in for this example)

Reading format, room setup or facilitator coordination needs

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

Ownership and follow-up

Team or role responsible for the next action

Program coordinator

Target follow-up date

November 14, 2026

Current state of this record *

Open for review

Next action and completion evidence

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

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.

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