Klarstig

# Alterations Workshop - Found Property Register

Record a found item and its custody arrangements without publishing identifying details. Setting: Alterations Workshop.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Found Property Register

**Internal found-item reference ***

**General description and location found ***

**Storage location and person responsible for custody ***

**Non-sensitive details to verify with a claimant**

## Alterations Workshop

**Alteration-job reference and sewing station ***

**Garment category, fabric or notions required ***

**Fitting sequence, fabric handling or collection deadline**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record ***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## 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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