

# Alterations Workshop - Item Label Mismatch

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

Record an item whose label does not match its contents or intended destination. Setting: Alterations Workshop.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Item Label Mismatch

### Item or batch reference \*

REF-2026-0143

### Label text versus observed contents or destination \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### Affected quantity and current location \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### Relabelling evidence needed before release

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

## Alterations Workshop

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

REF-2026-0147

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

Example answer

### Fitting sequence, fabric handling or collection deadline

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## 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.

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