

Alterations Workshop - Operating Change Notice Brief

Prepare the information needed to tell affected people about a practical operating change. Setting: Alterations Workshop.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Operating Change Notice Brief

Operating change and effective session *

Previous arrangement and new arrangement *

People affected and actions they need to take *

Proposed communication channel and correction contact

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.

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