Klarstig

Catering Kitchen - Accessible Information Format Request

Identify a communication format that will make a specific document or instruction easier to use. Setting: Catering Kitchen.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Accessible Information Format Request

Document or instruction to adapt *

Preferred format, such as large print or plain text *

Information that must remain included *

Preferred way to receive or review the adapted material

Catering Kitchen

Service event and preparation batch reference *

Menu component, container size or service kit involved *

Batch labels, dispatch timing or equipment-return needs

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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