

Community Arts Centre - Delegated Collection Check

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

Record collection instructions and the non-sensitive reference used to check an authorized pickup. Setting: Community Arts Centre.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Delegated Collection Check

Collection or order reference *

REF-2026-0143

Who arranged the collection and the handover instruction *

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.

Reference-check method used, without copying identity documents *

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

Items released or reason the handover remains pending

We need a second room on Saturdays because the youth group has grown past the current room capacity.

Community Arts Centre

Studio, workshop session or exhibition reference *

REF-2026-0147

Art material, work surface or shared tool involved *

Example answer

Drying time, material storage or studio turnover needs

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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