

# Community Arts Centre - Service Recovery Follow-up

Check whether an agreed service correction addressed the reported problem. Setting: Community Arts Centre.

## Contact and reference

Name or team reference

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Reply email, if needed

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Date of record \*

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## Service Recovery Follow-up

Earlier issue or case reference \*

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Correction that was agreed and delivered \*

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What now works and what remains unresolved \*

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Preferred next contact or practical follow-up

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## Community Arts Centre

**Studio, workshop session or exhibition reference \***

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**Art material, work surface or shared tool involved \***

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**Drying time, material storage or studio turnover needs**

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## Ownership and follow-up

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

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**Target follow-up date**

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**Current state of this record \***

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

**Next action and completion evidence**

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## 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 this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

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