Klarstig

# Community Kitchen - Incoming Delivery Variance

Compare a received delivery with its expected contents and record the discrepancy for follow-up. Setting: Community Kitchen.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Incoming Delivery Variance

**Delivery note or order reference ***

**Expected items and quantities versus items received ***

**Visible condition and items set aside for review ***

**Correction requested from the supplier**

## Community Kitchen

**Cooking session and shared kitchen zone ***

**Utensil set, ingredient batch or storage shelf ***

**Shared-use timetable, cleaning handover or container-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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