Klarstig

# Community Kitchen - Incoming Delivery Variance

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

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 ***
Alex Rivera

**Reply email, if needed**
alex.rivera@example.com

**Date of record ***
November 14, 2026

## Incoming Delivery Variance

**Delivery note or order reference ***
REF-2026-0143

**Expected items and quantities versus items received ***
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

**Visible condition and items set aside for review ***
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

**Correction requested from the supplier**
(Free-text answer - not filled in for this example)

## Community Kitchen

**Cooking session and shared kitchen zone ***
(Short answer - not filled in for this example)

**Utensil set, ingredient batch or storage shelf ***
(Short answer - not filled in for this example)

**Shared-use timetable, cleaning handover or container-return needs**
Reach more local families this year and support a youth reading program with visible community results.

## 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.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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