

# Consignment Shop - Backup Coverage Request

Describe an uncovered operating task and the preparation a replacement will need. Setting: Consignment Shop.

## 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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## Backup Coverage Request

Task or station needing coverage \*

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Coverage window and minimum tasks to maintain \*

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Briefing, equipment and support available \*

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Handover point and fallback if cover is unavailable

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## Consignment Shop

Sales area and consignment batch reference \*

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Item tag, display group or storage rack \*

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Tag matching, item separation or owner-collection arrangements

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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.

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