

# Consignment Shop - Rework Instructions

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

Specify which part of completed work must be corrected and how it will be checked. Setting: Consignment Shop.

## Contact and reference

**Name or team reference \***

Alex Rivera

**Reply email, if needed**

alex.rivera@example.com

**Date of record \***

November 14, 2026

## Rework Instructions

**Original work reference \***

REF-2026-0143

**Observed difference from the agreed result \***

Attendance rose from 42 to 57 people; two sign-in sheets were incomplete and have been re-checked.

**Correction scope and parts that should remain unchanged \***

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

**Acceptance checks for the corrected work**

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.

## Consignment Shop

**Sales area and consignment batch reference \***

REF-2026-0147

**Item tag, display group or storage rack \***

Example answer

**Tag matching, item separation or owner-collection arrangements**

Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

## 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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