Klarstig

Coworking Space - Collection Readiness Check

Check that a collection is complete, labelled and ready for the agreed handover. Setting: Coworking Space.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Collection Readiness Check

Collection batch or booking reference *

Items assembled and quantities checked *

Labels, packaging and handover location checked *

Missing item or instruction preventing release

Coworking Space

Desk zone, meeting room or member event *

Shared device, room kit or desk resource involved *

Booking overlap, quiet-zone or visitor reception 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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