

# Coworking Space - Consumable Restock Request

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

Describe a specific stock shortage and the quantities needed for the next operating period. Setting: Coworking Space.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Consumable Restock Request

### Consumable and unit of issue \*

Example answer

### Usable quantity on hand and requested quantity \*

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.

### Upcoming activity that explains the quantity needed \*

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.

### Acceptable substitute and compatibility limits

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.

## Coworking Space

### Desk zone, meeting room or member event \*

Main hall, Room 2

### Shared device, room kit or desk resource involved \*

Main hall, Room 2

### Booking overlap, quiet-zone or visitor reception needs

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.

## 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 this form tailored to your organization? Klarstig's professional services are included at no additional service charge.

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