Klarstig

Customer Service Employee Referral

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

Introduce a person or organization to an appropriate service or contact. Explain the reason for the introduction and confirm permission to share the details.

Contact and reference

Organization using this document
Maple Street Community Center

Your name or contact reference *
Alex Rivera

Email for a reply if needed
alex.rivera@example.com

Information for this document

Person or organization being referred *
Maple Street Community Center

Receiving service or contact *
Operations

Reason for referral *
(Free-text answer - not filled in for this example)

Relevant needs and expected support *
(Free-text answer - not filled in for this example)

Permission to share the stated information *
Permission still needed

Permitted contact details for the referred party
(Short answer - not filled in for this example)

Timing or availability constraints
(Short answer - not filled in for this example)

Specific details

Team or work area when relevant
Complete when relevant to this request.
Operations

Workplace process or interaction relevant to your response

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

Operating context

Organization branch or team concerned

Complete when relevant to this request.

Maple Street Community Center

Local requirements and constraints relevant to this document

(Free-text answer - not filled in for this example)

Team specific details

Customer service team queue or case reference

Complete when relevant to this request.

Operations

Response expectations escalation route and customer handover needs

(Free-text answer - not filled in for this example)

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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