Klarstig

Customer Service Vendor Verification

Record what needs to be verified, the evidence considered and the result. Limit the information to what is necessary for the stated purpose.

Contact and reference

Organization using this document

Your name or contact reference *

Email for a reply if needed

Information for this document

Purpose of the verification *

Fact or information to verify *

Type of evidence considered *

Evidence reference without sensitive identifiers *

Verification date *

Authorized verifier name or role *

Result *

- ☐ Verified
- ☐ Not verified
- ☐ More information needed

Limitations discrepancies or follow up

Specific details

Vendor legal or trading name and service category

Complete when relevant to this request.

Capabilities service area delivery terms and relevant references

Operating context

Organization branch or team concerned

Complete when relevant to this request.

Local requirements and constraints relevant to this document

Team specific details

Customer service team queue or case reference

Complete when relevant to this request.

Response expectations escalation route and customer handover needs

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.

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