Klarstig

Customer Service Vendor Verification

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

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

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

Purpose of the verification *

Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

Fact or information to verify *

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

Type of evidence considered *

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

Evidence reference without sensitive identifiers *

REF-2026-0146

Verification date *

November 14, 2026

Authorized verifier name or role *

Alex Rivera

Result *

Not verified

Limitations discrepancies or follow up

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

Specific details

Vendor legal or trading name and service category

Complete when relevant to this request.

Alex Rivera

Capabilities service area delivery terms and relevant references

Maria Lopez, volunteer coordinator, Eastside Food Pantry, (555) 010-0163.

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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