

# Cycle Hire Station - Stored Item Relocation

Track a move between storage locations so items remain traceable. Setting: Cycle Hire Station.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Stored Item Relocation

Item group and inventory references \*

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Previous location and new location \*

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Quantity moved and labels or records updated \*

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People needing notice of the new location

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## Cycle Hire Station

Hire session and station or rack reference \*

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Cycle reference, frame size or accessory pack \*

Rack capacity, return-window or charge-level arrangements

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

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