

# Farm Shop - Season Changeover Plan

Identify what should be stored, refreshed or prepared when an operating season changes. Setting: Farm Shop.

## 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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## Season Changeover Plan

Ending season and next operating period \*

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Materials to store, return or retire from use \*

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Spaces, supplies and instructions to prepare \*

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Dependencies and readiness checks before restart

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## Farm Shop

Shop display, pickup session or produce batch \*

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**Produce category, container size or batch label \***

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**Harvest timing, stock rotation or customer pickup needs**

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## Ownership and follow-up

**Team or role responsible for the next action**

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**Target follow-up date**

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**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

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## 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.

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