Klarstig

# Finance Events 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

### Event venue and organizing team

Complete when relevant to this request.

Maple Street Community Center

### Setup schedule guest access supplier coordination and deadlines

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

## Team specific details

### Cost center ledger or finance reference

Complete when relevant to this request.

Operations

### Budget allocation authorization reconciliation and supporting evidence

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

## 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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