

Independent Bookshop - Collection Readiness Check

Check that a collection is complete, labelled and ready for the agreed handover. Setting: Independent Bookshop.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Collection Readiness Check

Collection batch or booking reference *

Items assembled and quantities checked *

Labels, packaging and handover location checked *

Missing item or instruction preventing release

Independent Bookshop

Book section, order batch or reading event *

Title, edition or stock reference involved *

Shelving order, reserved copies or event-table needs

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.

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