

# Independent Bookshop - Delegated Collection Check

Record collection instructions and the non-sensitive reference used to check an authorized pickup. Setting: Independent Bookshop.

## 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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## Delegated Collection Check

Collection or order reference \*

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Who arranged the collection and the handover instruction \*

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Reference-check method used, without copying identity documents \*

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Items released or reason the handover remains pending

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## Independent Bookshop

Book section, order batch or reading event \*

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**Title, edition or stock reference involved \***

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**Shelving order, reserved copies or event-table 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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