Klarstig

# Independent Museum - Collection Readiness Check

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

## 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 Museum

**Gallery, display case or visitor session reference ***

**Display material or internal object reference ***

**Object handling, label positioning or gallery flow constraints**

## 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 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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