Klarstig

# Local Delivery Depot - Accessible Information Format Request

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Identify a communication format that will make a specific document or instruction easier to use. Setting: Local Delivery Depot.

## Contact and reference

**Name or team reference ***

Alex Rivera

**Reply email, if needed**

alex.rivera@example.com

**Date of record ***

November 14, 2026

## Accessible Information Format Request

**Document or instruction to adapt ***

Step-free access to the main hall, please.

**Preferred format, such as large print or plain text ***

Step-free access to the main hall, please.

**Information that must remain included ***

Step-free access to the main hall, please.

**Preferred way to receive or review the adapted material**

Step-free access to the main hall, please.

## Local Delivery Depot

**Route wave and sorting or loading area ***

(Short answer - not filled in for this example)

**Parcel group, tote reference or vehicle bay ***

REF-2026-0148

**Route order, loading cut-off or return-parcel handling**

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

## Ownership and follow-up

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

Program coordinator

**Target follow-up date**

November 14, 2026

**Current state of this record ***

Open for review

**Next action and completion evidence**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## 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.**

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA