Klarstig

# Local Delivery Depot - Operating Change Notice Brief

Prepare the information needed to tell affected people about a practical operating change. Setting: Local Delivery Depot.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Operating Change Notice Brief

**Operating change and effective session ***

**Previous arrangement and new arrangement ***

**People affected and actions they need to take ***

**Proposed communication channel and correction contact**

## Local Delivery Depot

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

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

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

## 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.**

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