

Mobile Coffee Stand - External Support Work Brief

Define a bounded support task and the information an external helper needs on arrival. Setting: Mobile Coffee Stand.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

External Support Work Brief

Support task and local coordinator *

Scope, deliverables and excluded work *

Arrival instructions and resources provided *

Completion evidence and handover expectations

Mobile Coffee Stand

Trading location and service-session reference *

Drink station, cup size or stock group involved *

Water, power, queue or vehicle-loading arrangements

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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