Klarstig

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.

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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