Klarstig

# Plant Nursery - Visitor Preparation Brief

Gather practical information a visitor needs before arriving for a defined activity. Setting: Plant Nursery.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Visitor Preparation Brief

**Visit purpose and session reference ***

**Arrival point, route and reception contact ***

**What to bring and what is provided on site ***

**Advance questions or access arrangements to resolve**

## Plant Nursery

**Growing bench, sales zone or dispatch batch ***

**Plant variety, pot size or tray reference ***

**Watering sequence, weather exposure or plant-label matching**

## 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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