

# Pottery Studio - Storage Retrieval Request

Identify a stored item to retrieve and the practical conditions for locating it. Setting: Pottery Studio.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Storage Retrieval Request

Stored item and known location reference \*

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Quantity required and intended activity \*

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Handling, lifting or packaging arrangements to coordinate \*

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Return plan or inventory update after retrieval

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## Pottery Studio

Studio session and shelf or kiln-load reference \*

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Clay body, glaze group or piece reference \*

Drying stage, firing schedule or collection-label needs

## 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 this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

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