Klarstig

# Print Studio - External Support Work Brief

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Define a bounded support task and the information an external helper needs on arrival. Setting: Print Studio.

## Contact and reference

**Name or team reference ***

Alex Rivera

**Reply email, if needed**

alex.rivera@example.com

**Date of record ***

November 14, 2026

## External Support Work Brief

**Support task and local coordinator ***

(Short answer - not filled in for this example)

**Scope, deliverables and excluded work ***

Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

**Arrival instructions and resources provided ***

(Free-text answer - not filled in for this example)

**Completion evidence and handover expectations**

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

## Print Studio

**Print-job reference and production station ***

REF-2026-0147

**Paper size, stock finish or colour specification ***

(Short answer - not filled in for this example)

**Drying, trimming, proof-copy or dispatch requirements**

(Free-text answer - not filled in for this example)

## Ownership and follow-up

**Team or role responsible for the next action**

Program coordinator

**Target follow-up date**

November 14, 2026

**Current state of this record ***

Open for review

**Next action and completion evidence**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## 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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