

# Print Studio - Visitor Preparation Brief

Gather practical information a visitor needs before arriving for a defined activity. Setting: Print 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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## Visitor Preparation Brief

Visit purpose and session reference \*

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Arrival point, route and reception contact \*

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What to bring and what is provided on site \*

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Advance questions or access arrangements to resolve

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## Print Studio

Print-job reference and production station \*

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

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

## 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.**

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA