Klarstig

# Procurement Beauty & Salon Portfolio File Upload

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

Provide a clearly identified document and explain why it is being supplied. The receiving team should confirm the file can be opened and matched to the right record.

## Contact and reference

**Organization using this document**

Maple Street Community Center

**Your name or contact reference ***

Alex Rivera

**Email for a reply if needed**

alex.rivera@example.com

## Information for this document

**Application order or case reference ***

REF-2026-0143

**Document title ***

Program coordinator

**Document date**

November 14, 2026

**Version or revision**

(Short answer - not filled in for this example)

**Document to attach ***

example-document.pdf (fictional attachment)

Attach separately - uploads work in the online form only.

**Reason for supplying this document ***

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

**Access or handling instructions**

Do not include passwords in this form.

Thank you. Please send any confirmation to my email address.

## Specific details

**Portfolio subject creator and date range**

Complete when relevant to this request.

November 14, 2026

### Selected projects your role and permitted viewing uses

A 12-week after-school reading club for 30 students, led by trained volunteers at the community center.

## Operating context

### Salon location and service category

Complete when relevant to this request.

Operations

### Timing preparation preferences and practical adjustments

Maria Lopez, volunteer coordinator, Eastside Food Pantry, (555) 010-0163.

## Team specific details

### Sourcing request supplier or purchasing owner

Complete when relevant to this request.

Operations

### Specifications alternatives approval limits and delivery requirements

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

## 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.
- File uploads work online only. The printable version lists the documents to attach but cannot collect them.
- 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.

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