Klarstig

# Procurement Community Organizations Product Updates Subscription

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

Choose the information you want to receive and your delivery preferences. The organization should explain how to change or stop the subscription.

## 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

**Topics you would like to receive ***

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

**Preferred frequency ***

Weekly digest

**Preferred language ***

French

**Content format preference**

Brief summaries

**Send the selected updates to the contact I provided ***

Checked

**Existing subscription reference if changing preferences**

REF-2026-0148

## Specific details

**Products features or services to follow**

Complete when relevant to this request.

November 14, 2026

**Preference for releases maintenance notices or practical guidance**

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

## Operating context

### Community program or neighborhood

Complete when relevant to this request.

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

### Participation access communication and volunteer arrangements

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

## 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.
- No payment is taken by default. Online payment needs a connected payment account and is configured separately.
- 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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