Klarstig

# Procurement Financial Services Employee Feedback

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

Share what worked well and what could be improved. Specific examples help the team decide what to keep and what to change.

## Contact and reference

**Organization using this document**

Maple Street Community Center

**Your name or contact reference**

Optional. Leave blank if you do not want to identify yourself in this local draft.

Alex Rivera

**Email for a reply if needed**

alex.rivera@example.com

## Information for this document

**Activity product or service you experienced ***

Operations

**Date or period of the experience**

November 14, 2026

**Overall experience ***

Very good

**What worked well**

The hands-on workshop and the printed checklist we could take home.

**What should change ***

Check-in was quick and the staff were friendly. Clearer signs to the parking area would help.

**An example that explains your feedback**

Check-in was quick and the staff were friendly. Clearer signs to the parking area would help.

**May the team contact you about this feedback**

Yes

## Specific details

**Team or work area when relevant**

Complete when relevant to this request.

Operations

### Workplace process or interaction relevant to your response

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

## Operating context

### Service area and case reference

Complete when relevant to this request.

Operations

### Authorized reviewer supporting information and handling restrictions

(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.
- 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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