Klarstig

# Procurement Home Services Progress Report

Provide a clear record of the period or event, findings and actions. Separate confirmed results from estimates and items still awaiting verification.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Reporting date or period ***

**Scope of the report ***

**Key findings ***

**Evidence data and references ***

**Issues changes or exceptions**

### Actions completed and actions proposed *

### Owners and target dates

## Specific details

### Project milestone or objective

Complete when relevant to this request.

### Completed work remaining work evidence and forecast changes

## Operating context

### Property area and service location

Complete when relevant to this request.

### Access availability pets parking and property protection arrangements

## Team specific details

### Sourcing request supplier or purchasing owner

Complete when relevant to this request.

### Specifications alternatives approval limits and delivery requirements

## 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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