Klarstig

Procurement Hospitality Appointment Booking

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

Request an appointment or service slot and describe what you need. The booking is confirmed only after the provider accepts the time and scope.

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

Service or appointment requested *

Operations

Preferred date *

November 14, 2026

Preferred time and time zone *

(Short answer - not filled in for this example)

Alternative dates or times

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

Location or online meeting preference *

REF-2026-0147

Number of participants

3

Purpose and preparation needed *

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

Specific details

Person or service you wish to meet

Complete when relevant to this request.

Operations

Topics to cover during the appointment

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

Operating context

Property department or booking reference

Complete when relevant to this request.

Operations

Guest timing service areas capacity and practical 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.
- 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