Klarstig

Procurement Media & Creative Invoice 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

Invoice number supplier and invoice date

Complete when relevant to this request.

November 14, 2026

Items period charges and related purchase references

Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

Operating context

Project client and intended format

Complete when relevant to this request.

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

Creative brief deliverables review rounds and usage requirements

(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.
- 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.

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