Klarstig

Procurement Media & Creative Newsletter 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

Newsletter name or topics

Complete when relevant to this request.

Alex Rivera

Content preferences and information you want to receive

Maria Lopez, volunteer coordinator, Eastside Food Pantry, (555) 010-0163.

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.
- 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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