Klarstig

Procurement Professional Services Rental Return

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

Identify the items being returned, their condition and the reason for return. The receiving team should confirm receipt and any next action.

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

Original order loan or rental reference *
REF-2026-0143

Items identifiers and quantities being returned *
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

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

Condition at return *
Unused

Planned or actual return date *
November 14, 2026

Return method *
Drop off

Requested next action *
Replacement

Shipment tracking or handover reference
REF-2026-0150

Specific details

Rental agreement and item reference
REF-2026-0151

Accessories condition return deadline and handover arrangements

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

Operating context

Client engagement and service area

Complete when relevant to this request.

Operations

Deliverables review contacts timing and confidentiality instructions

(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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