Klarstig

Procurement Real Estate Merchandise Order

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

Specify the items or services you would like to order and the delivery requirements. A supplier must confirm availability, price and acceptance before the order is final.

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

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

Required delivery date *
November 14, 2026

Delivery method *
Delivery

Delivery address or destination
120 Maple Street, Springfield.

Budget or approved order amount
250

Currency
USD

Other currency code if selected
REF-2026-0149

Substitution preference *
Contact me first

Billing or purchase order reference
REF-2026-0151

Specific details

Products item codes sizes and colors

Complete when relevant to this request.

REF-2026-0152

Quantities personalization requirements and delivery needs

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

Operating context

Property transaction or management reference

Complete when relevant to this request.

REF-2026-0154

Access occupancy viewing timing and authorized contacts

(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.
- Some questions become required only after certain answers. The printable version shows every question.
- 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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