Klarstig

# Procurement Restaurants & Food Service Project Estimate

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

Prepare a preliminary estimate by recording the scope, assumptions and cost basis. An estimate is subject to confirmation after the scope and conditions are checked.

## 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

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

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

**Estimated billable units ***
3

**Unit basis such as hours or items ***
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

**Estimated rate per unit ***
2

**Currency ***
USD

**Other currency code if selected**
REF-2026-0149

**Other estimated costs**
250

**Assumptions and exclusions ***
(Free-text answer - not filled in for this example)

### Expected start and duration

(Short answer - not filled in for this example)

## Specific details

### Project name sponsor and phase

Complete when relevant to this request.

After-School Reading Club

### Scope milestones dependencies and acceptance criteria

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

## Operating context

### Venue service period or order reference

Complete when relevant to this request.

November 14, 2026

### Guest counts menu handling delivery and dietary arrangements

Vegetarian; mild peanut allergy.

## 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.

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA