Klarstig

Repair Café - Announcement Review Request

Prepare a factual operating announcement for a responsible reviewer before publication. Setting: Repair Café.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Announcement Review Request

Announcement topic and intended audience *

Proposed text and facts to verify *

Channel, timing and requested audience action *

Reviewer questions or unresolved details

Repair Café

Repair session and workbench reference *

Item category, spare part or shared tool involved *

Volunteer availability, parts matching or return arrangements

Ownership and follow-up

Team or role responsible for the next action

Target follow-up date

Current state of this record *

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

Next action and completion evidence

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.
- 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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