

# Reuse Shop - Backup Coverage Request

Describe an uncovered operating task and the preparation a replacement will need. Setting: Reuse Shop.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Backup Coverage Request

Task or station needing coverage \*

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Coverage window and minimum tasks to maintain \*

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Briefing, equipment and support available \*

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Handover point and fallback if cover is unavailable

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## Reuse Shop

Sales floor zone or incoming donation batch \*

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## Reusable item category and internal stock reference \*

### Sorting, condition labelling or bulky-item movement needs

## 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 this form tailored to your organization? Klarstig's professional services are included at no additional service charge.

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