

# Reuse Shop - Collection Readiness Check

Check that a collection is complete, labelled and ready for the agreed handover. 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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## Collection Readiness Check

Collection batch or booking reference \*

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Items assembled and quantities checked \*

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Labels, packaging and handover location checked \*

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Missing item or instruction preventing release

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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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