Klarstig

# Reuse Shop - Exceptional Opening Hours

Record a proposed one-off hours change and its impact on scheduled work. Setting: Reuse Shop.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Exceptional Opening Hours

**Date or session with exceptional hours ***

**Usual hours and proposed opening or closing times ***

**Bookings, deliveries or staffing affected ***

**Notices and schedule updates required**

## Reuse Shop

**Sales floor zone or incoming donation batch ***

**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 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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