Klarstig

# Reuse Shop - Rework Instructions

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

Specify which part of completed work must be corrected and how it will be checked. Setting: Reuse Shop.

## Contact and reference

**Name or team reference ***

Alex Rivera

**Reply email, if needed**

alex.rivera@example.com

**Date of record ***

November 14, 2026

## Rework Instructions

**Original work reference ***

REF-2026-0143

**Observed difference from the agreed result ***

Attendance rose from 42 to 57 people; two sign-in sheets were incomplete and have been re-checked.

**Correction scope and parts that should remain unchanged ***

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

**Acceptance checks for the corrected work**

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

## Reuse Shop

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

(Short answer - not filled in for this example)

**Reusable item category and internal stock reference ***

REF-2026-0148

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

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

## Ownership and follow-up

**Team or role responsible for the next action**

Program coordinator

**Target follow-up date**

November 14, 2026

**Current state of this record ***

Open for review

**Next action and completion evidence**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## 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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