Klarstig

# Sales Sports & Recreation Catering Order

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

Specify the items or services you would like to order and the delivery requirements. A supplier must confirm availability, price and acceptance before the order is final.

## Contact and reference

**Organization using this document**
Maple Street Community Center

**Your name or contact reference ***
Alex Rivera

**Email for a reply if needed**
alex.rivera@example.com

## Information for this document

**Items specifications and quantities ***
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

**Required delivery date ***
November 14, 2026

**Delivery method ***
Delivery

**Delivery address or destination**
120 Maple Street, Springfield.

**Budget or approved order amount**
250

**Currency**
USD

**Other currency code if selected**
REF-2026-0149

**Substitution preference ***
Contact me first

**Billing or purchase order reference**
REF-2026-0151

## Specific details

### Service date venue and guest count

Complete when relevant to this request.

November 14, 2026

### Menu serving format dietary needs and setup requirements

Vegetarian; mild peanut allergy.

## Operating context

### Activity venue team or session

Complete when relevant to this request.

Operations

### Capacity equipment supervision schedule and participant arrangements

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

## Team specific details

### Account opportunity or sales owner

Complete when relevant to this request.

Operations

### Customer needs buying stage commitments and next agreed contact

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

## 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.
- No payment is taken by default. Online payment needs a connected payment account and is configured separately.
- Some questions become required only after certain answers. The printable version shows every question.
- 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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