

# Shoe Repair 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: Shoe Repair 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 \*

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

### Acceptance checks for the corrected work

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Shoe Repair Shop

### Repair-ticket reference and workbench \*

REF-2026-0147

### Footwear type, sole material or replacement component \*

Example answer

### Adhesive curing, colour matching or collection arrangements

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

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

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA