

# Textile Craft Collective - External Support Work Brief

Define a bounded support task and the information an external helper needs on arrival. Setting: Textile Craft Collective.

## 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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## External Support Work Brief

Support task and local coordinator \*

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Scope, deliverables and excluded work \*

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Arrival instructions and resources provided \*

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Completion evidence and handover expectations

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## Textile Craft Collective

Production session and cutting or finishing station \*

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**Fabric roll, pattern version or notions batch \***

**Colour-lot matching, fabric storage or shared-machine timing**

## 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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