

# Tool Lending Library - Packing Variation Instructions

Specify a packing change for a defined batch and how its contents should be identified. Setting: Tool Lending Library.

## 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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## Packing Variation Instructions

Batch or order affected \*

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Standard packing and requested variation \*

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Contents that must be separated, protected or grouped \*

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Label wording and final packing check

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## Tool Lending Library

Loan session and tool-storage location \*

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**Tool reference, accessory kit or carrying case \***

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**Loan turnaround, completeness check or demonstration needs**

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## Ownership and follow-up

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

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**Target follow-up date**

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**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

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## 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.

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