Klarstig

# Volunteer Management Events Construction Estimate

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

Prepare a preliminary estimate by recording the scope, assumptions and cost basis. An estimate is subject to confirmation after the scope and conditions are checked.

## 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

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

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

**Estimated billable units ***
3

**Unit basis such as hours or items ***
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

**Estimated rate per unit ***
2

**Currency ***
USD

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

**Other estimated costs**
250

**Assumptions and exclusions ***
(Free-text answer - not filled in for this example)

### Expected start and duration

(Short answer - not filled in for this example)

## Specific details

### Site address and work package

Complete when relevant to this request.

120 Maple Street

### Dimensions site access dependencies and known exclusions

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

## Operating context

### Event venue and organizing team

Complete when relevant to this request.

Maple Street Community Center

### Setup schedule guest access supplier coordination and deadlines

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

## Team specific details

### Volunteer role coordinator and planned activity

Complete when relevant to this request.

Program coordinator

### Availability orientation supervision support and hours recording

(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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