Klarstig

# Volunteer Management Hospitality Merchandise Order

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**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Items specifications and quantities ***

**Required delivery date ***

**Delivery method ***

- ☐ Collection
- ☐ Delivery
- ☐ Digital delivery
- ☐ To be agreed

**Delivery address or destination**

**Budget or approved order amount**

**Currency**

- ☐ USD
- ☐ EUR
- ☐ GBP
- ☐ CAD
- ☐ Other

**Other currency code if selected**

**Substitution preference ***

- ☐ Contact me first
- ☐ No substitutions
- ☐ Equivalent alternatives acceptable

**Billing or purchase order reference**

## Specific details

### Products item codes sizes and colors

Complete when relevant to this request.

**Quantities personalization requirements and delivery needs**

## Operating context

### Property department or booking reference

Complete when relevant to this request.

**Guest timing service areas capacity and practical arrangements**

## Team specific details

### Volunteer role coordinator and planned activity

Complete when relevant to this request.

**Availability orientation supervision support and hours recording**

## 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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