

Collection Pickup Brief

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the collection

Item description

Source reference

Collection location

Confirmed window

Collection Pickup Brief

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Prepare the handoff

Required reference type

Container to bring

Included components

Question for source

Collection Pickup Brief

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Check the item

Description matches

Parts included

Instructions supplied

Observed difference

Collection Pickup Brief

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Complete the route

Collected date

Destination after pickup

Remaining question

Next collection action