Supporting-file request worksheet

> A HowCurio planning worksheet. This is not a Dropbox Sign screen. It does not upload files, send a signature request, or save entries to a server. Print or save your completed copy before closing it.

Transaction or reference

Example: Market stall booking, reference MS-042

Person or role supplying the file

Example: Stall operator

Attachment name to use

Equipment list for stall MS-042

Description to paste into your request

Upload a list of the electrical equipment you plan to use at stall MS-042. Include each item and its stated power requirement. Leave out customer details, bank information, and unrelated booking records. If the list is not available, contact the organizer before completing the request.

Required or optional, and why?

Required: organizer needs the equipment list to allocate power.

Set the actual Required option separately in your signing service. Typing Required here changes only this worksheet.

What must someone check after receiving the file?

Does the list refer to MS-042? Does it include each planned electrical item and its power requirement? If a detail is missing, ask for a corrected list; do not treat an accepted upload as completed technical review.

Who needs access, and where will the reviewed file go?

Enter your organization's approved recipients, storage location, and retention instruction. Do not paste confidential client data into this example.

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