Supplier handoff sheet

Practise one handoff using role labels and fictional details. Enter dates with a time zone.

Job and fallback

Practice case or job reference

Coordinator role

Work required, including quantity and location

Required on site by (date, time, zone)

Switch to the backup by (date, time, zone)

Permission to share this brief

Proposed recipient role

Sharing decision for this recipient

Select status

Approved details to share with this recipient

Approval owner role

Decision time (date, time, zone)

Supplier response and booking

Supplier response

Select response

Booking outcome

Select outcome

Next action, owner role and due time

Use a fresh sheet for each recipient. Record “Booked” once the booking is confirmed.