OPS-01 — Operations Starter — one job, one next action

Choose one job or review. Record its supported state and next action; inquiry, delivery, acceptance and payment are distinct.

Keep completed records private and omit secrets. This is an organizational worksheet, not a contract, invoice or tax form. The same page appears in the workbook.

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Use brief notes and aliases. Keep completed records private. If an answer needs more space, label a continuation with this form code and question.

Job/order or review ID, purpose, date and responsible owner

Current state and evidence: inquiry, agreed scope, work, delivery, acceptance or payment

Next useful result; related worksheet and document references

Missing input, permission, money or timing question; source to check

Next action, owner and actual agreed date or proposed date

Approved master/private record locator; result confirmed or still open