BUYER RESOURCES

Sample review checklist

Define the reference, acceptance criteria and scope before arranging a sample or packing review. Complete this worksheet for the particular product.

PRODUCT / VARIANT

ENQUIRY / QUOTATION REFERENCE

COMPANY / REVIEWER

DATE / DESTINATION

DETAIL TO AGREE	RECORD YOUR REQUIREMENT / AGREED VALUE
Identity & reference	Product, version, sample ID and reference photos
Material & construction	Required grade, composition, components and finish
Dimensions & function	Measurements, tolerances and agreed functional checks
Appearance & consistency	Colour, surface, workmanship and comparison criteria
Packing & labels	Pack format, protection, quantities and approved artwork
Scope & next decision	Reviewer, checks, costs, timing and points to resolve

Record observations against the agreed criteria and keep supporting photographs or documents with the enquiry reference. Any testing or inspection arrangements are confirmed separately.

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