

Bulk Order Confirmation Checklist

10 checks after sample approval | Blank order-confirmation template

Project / PO reference

Approved sample ID / revision / date

Model(s) / quantity / unit basis

Buyer / supplier / destination

Tick only when agreed and the referenced evidence is attached. An unticked item stays OPEN. Record N/A with a reason. This sheet is not a completed inspection report or a product certificate.

OK	CHECK / REQUIRED CONFIRMATION	DOCUMENT / REVISION / OPEN REF.
	01 Model & dimensions Full SKU, deck, opening, quantity basis; approved dimensioned drawing.	
	02 Materials & finish Material/grade, colour and finish reference; matching evidence scope.	
	03 Configuration Included/excluded functions, power, accessories and quantities.	
	04 Sample version Sample ID, approval scope, dated photos and sample-to-bulk changes.	
	05 Permitted deviations Agreed limits, features, methods and conditions; no default tolerance.	
	06 Packaging Packing specification, protection photos, package counts and data.	
	07 Labels Approved artwork, language, identifiers and packing-list mapping.	
	08 Acceptance Actual form, criteria, sampling, correction/recheck and release owner.	
	09 Delivery milestones Start trigger, readiness/shipping dates, delivery scope and change rules.	
	10 After-sales Warranty terms, exclusions, parts/freight/labour duties and contacts.	

Open items / responsible person / due date / release restriction

Buyer confirmation: name / date / signed-record reference

Supplier confirmation: name / date / signed-record reference

Release only the agreed scope. Resolve critical open items before affected work starts. Attach detailed specifications and signed terms; this cover sheet does not replace them.