SOURCE FOSHAN / BUYER FIELD TOOL

# Custom furniture decision register

Blank item-level record - attach the approved brief, drawing, sample and change evidence

## 01 Freeze the item and its release version

One register per item / SKU

| PROJECT / ORDER ID | ROOM / ITEM ID | DRAWING NO. / REVISION | BRIEF / SAMPLE IDS | QUOTE / BOM REVISION | RELEASE OWNER / DATE |
|---|---|---|---|---|---|
| | | | | | |

## 02 Make each open choice a decision row

Do not treat a reference image as a specification

| ID | Open choice | Approved requirement | Evidence ID | Cost / time / fit | Owner + date | Status |
|---|---|---|---|---|---|---|
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**RELEASE RULE** Keep the item OPEN until every decision row and linked artifact points to one approved revision.

Attach the actual brief, drawing, material sample, quote and BOM. This blank form is not an approval record.

# Evidence gates and exceptions

Use the same project, item and drawing revision as page 1; this form contains no client approval or result

## 03 Record the artifact at each gate

An undated screenshot is not a sign-off

| Gate | Required artifact | Artifact ID / rev | Approver + date | Status / issue |
|---|---|---|---|---|
| **BRIEF** | Use, dimensions, access route and acceptance method | | | |
| **DRAWING** | Geometry, interfaces, hardware and tolerances | | | |
| **SAMPLE** | Material, finish, edge and visible-face reference | | | |
| **PROTOTYPE** | Fit / function check with issue closure | | | |
| **RELEASE** | Quote, BOM, schedule and fabrication revision match | | | |
| **SITE** | Item-ID handoff, site fit, snag and installer closure | | | |

## 04 Capture supplier-specific exceptions

Confirm against a current data sheet and drawing

| Feature / location | Supplier's stated default | Requested exception | Drawing / sample evidence | Approval + effect |
|---|---|---|---|---|
| | | | | |
| | | | | |

A casebook image sequence shows process; only linked, dated artifacts establish approval and closure.