



Sample Change/Approval Form

Item No		Customer	
Item Name		Date	
Sample Type		Reviewed By	

Full Sample Photograph	Key Customer Requirements:

GENERAL

- | | |
|--|---|
| <input type="checkbox"/> Accepted, NO changes required | <input type="checkbox"/> Accepted with changes, NEW sample required by: |
| <input type="checkbox"/> Accepted with changes, NO new sample required | <input type="checkbox"/> Rejected, NEW sample required by: |

Assembly

- | | |
|---|--|
| <input type="checkbox"/> Unit Required Assembly | <input type="checkbox"/> Unit Assembled Easily |
| <input type="checkbox"/> Assembly Instructions Included | <input type="checkbox"/> Hardware Missing |

Assembly Comments:

Materials

- | | |
|--|--|
| <input type="checkbox"/> Materials are of good quality | <input type="checkbox"/> Finish Looks Good |
|--|--|

Material Comments:

Requested Changes

- | | |
|---|--|
| <input type="checkbox"/> Product Changes Required | <input type="checkbox"/> Hardware Changes Required |
|---|--|

Changes Requested: *(add additional rows as necessary)*

Reference Photograph	Change Requested



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