

Quotation Planning Worksheet

Use this blank worksheet to organize requirements and open questions. Product specifications and commercial terms require individual confirmation. Nothing is submitted to HOMEFIRA.

Project / company reference

Review date / version

01 Define the assortment and quantity

Planning prompt	Your notes / observation
List each collection direction or style separately.	
Record the proposed quantity and assortment.	
Ask which minimum quantities and conditions apply to the proposed scope.	

02 Keep the design scope consistent

Planning prompt	Your notes / observation
Identify the current specification and reference versions.	
Include branding, hardware and functional requirements.	
Separate agreed details from alternatives or unanswered questions.	

03 Ask how sampling will be handled

Planning prompt	Your notes / observation
Ask what will be represented in the sample.	
Confirm sampling charges and revision arrangements.	
Identify what must be approved before an order can proceed.	

04 Describe packaging and destination

Planning prompt	Your notes / observation
Specify bulk, individual or custom presentation as a request.	
Provide the destination country and relevant delivery location.	
Ask which packing and delivery services are included or excluded.	

05 Review the quotation as one version

Planning prompt	Your notes / observation
Check that the quotation names the same specification and quantity.	
Confirm inclusions, exclusions and unresolved items.	
Keep the agreed quotation and subsequent revisions together.	

Open questions / next action

Guide: <https://homefira.com/resources/quotation-checklist>

Keep references and revisions together. This worksheet is not a quotation, order confirmation or sample approval.