

Sample Review 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 Agree on what you are reviewing

Planning prompt	Your notes / observation
Record the sample reference, date and brief version.	
Keep the intended dimensions, material and finish references nearby.	
List any features that are not represented by this sample.	

02 Check the intended garment and space

Planning prompt	Your notes / observation
Compare the dimensions with the agreed brief.	
Note how the garment sits and where it contacts the hanger.	
Record any changes needed to the shape, grip, bar, clips or hook clearance.	

03 Compare the surface and hardware

Planning prompt	Your notes / observation
Label the finish/color reference used for comparison.	
Inspect visible edges, contact surfaces and hardware details.	
Agree on any additional checks or evidence needed for the intended use.	

04 Review artwork and presentation together

Planning prompt	Your notes / observation
Compare logo size, position and artwork version.	
Review packaging, labels and assortment identification where supplied.	
Record missing presentation items that still require a separate review.	

05 Close the loop with a written record

Planning prompt	Your notes / observation
Keep photos and notes tied to the sample reference.	
Write the requested change precisely.	
Confirm the revised specification and approval status with the project partner.	

Open questions / next action

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

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