# Start with the room.

Print one copy for each room or cabinet run. Leave unknown decisions visibly open.

A / Identify

## Project record

PROJECT / REFERENCE

ROOM OR CABINET-RUN ID

DRAWING REVISION / DATE

PREPARED OR REVIEWED BY

B / Existing conditions

## What has actually been measured?

- [ ] Measured room plan attached
- [ ] Survey still required

OPENINGS, CEILING AND FLOOR CONDITIONS

POWER, PLUMBING OR APPLIANCE INTERFACES

FIXING SURFACES AND DELIVERY ACCESS

C / Use and access

## What must this cabinetry hold?

LIST REAL ITEMS AND ACCESS NEEDS. ADD A SEPARATE PAGE IF NEEDED.

| ITEM GROUP / OWNER | COUNT OR SIZE | ACCESS / STORAGE ACTION |
|---|---|---|
| | | |
| | | |
| | | |

FIRST DECISION

Counts alone do not prove capacity. Pair this list with a measured plan, numbered internal elevation and selected fitting documents.

# Make the options comparable.

Name samples and decision owners before a quotation or drawing is approved.

**D / Selection register**

## What is selected, and what is still an option?

Mark a status for each line. Attach the sample, drawing or current product document.

| DECISION | CURRENT REFERENCE | STATUS / OWNER |
|---|---|---|
| Cabinet box / exposed edge | | |
| Front / opening action | | |
| Visible finish / sample | | |
| Drawer and shelf interior | | |
| Wall / door / appliance junction | | |
| Site installation interface | | |

**E / Quotation basis**

## Keep differences visible on separate lines.

**INCLUDED CABINET RUNS AND INSTALLATION SCOPE**

**ALTERNATES: MATERIAL, OPENING OR FITTING CHANGES**

**EXCLUSIONS, ASSUMPTIONS AND CLIENT-SUPPLIED ITEMS**

**HOW TO COMPARE**

Use the same room ID, drawing revision and finish schedule for each quote.
No price, material grade or hardware model is implied by this worksheet.

# Issue a coordinated handoff.

The approval set should tell each team what changed, what is missing and who owns it.

**F / Document package**

## Attach the current evidence.

| | |
|---|---|
| ☐ **Measured plan** | Current room or site survey revision |
| ☐ **Cabinet elevations** | Run IDs, inside zones and opening directions |
| ☐ **Critical sections** | Wall, floor, door, service or island junctions |
| ☐ **Finish schedule** | Named actual samples and adjacent-face decisions |
| ☐ **Fitting schedule** | Chosen-system current product information |
| ☐ **Quote scope** | Base scope, alternates, exclusions and assumptions |
| ☐ **Site readiness** | Access, services, staging and responsibility |

**G / Open-item log**

## Do not hide unresolved decisions.

| | | |
|---|---|---|
| 01 | Question / drawing reference | Owner / due date |
| 02 | Question / drawing reference | Owner / due date |
| 03 | Question / drawing reference | Owner / due date |

**H / Review record**

## Confirm the next issue, not a generic promise.

**REVIEWED BY**

**DATE / NEXT REVISION**

**SCOPE OF THIS DOCUMENT**

This printable form is a buyer planning aid, not a construction drawing, engineering approval, fixed quotation or guaranteed supply offer.