01 / ENGINEERED FLOORING ORDER CONFIRMATION CHECKLIST

Product, sample and quantity

Company: _____ Order reference: _____
Product / collection: _____ Record date: _____

- ☐ Product: species, construction, format, grade, colour, texture and coating recorded.
- ☐ Dimensions: length, width, total thickness, face layer and profile identified without conflicting values.
- ☐ Approval: sample reference, accepted appearance range and specification version retained.
- ☐ Quantity: product and colour quantities, accessories and agreed allowances listed.
- ☐ Commercial terms: price basis, minimum quantity, payment and development scope accepted.

> **REVIEW NOTE**
>
> Open fields remain visible until resolved. A product photograph or colour name is not a complete production instruction.

NOTES / OPEN DECISIONS

Related guidance: Products Oem Private Label Sample Request
Questions: sales@golinkfloor.com

02 / ENGINEERED FLOORING ORDER CONFIRMATION CHECKLIST

Packing, inspection and delivery

Packing reference: _____ Destination: _____
Named delivery point: _____ Responsible parties: _____

- ☐ Packing: paper cartons, plastic film, labels, pallets and approved OEM artwork specified.
- ☐ Inspection: scope, sampling, acceptance criteria, records and finding-review route agreed.
- ☐ Timing: sample approval, manufacturing and transport milestones listed separately.
- ☐ Delivery: trade terms, named place, receiving arrangements and required documents assigned.
- ☐ Handover: storage, installation, care and applicable 25-year written warranty terms retained.

> **REVIEW NOTE**
>
> GoLink offers a 25-year warranty for planks, chevron and herringbone. The applicable written terms and accepted order establish the coverage and obligations; this checklist adds no separate warranty.

NOTES / OPEN DECISIONS

Related guidance: Quality Control Packaging Shipping After Sales Support
Questions: sales@golinkfloor.com