

Top Systems Group Inc.
Quality Assurance Department Inspection Report

FURNITURE SAMPLE REVIEW

Supplier / Factory		Agent		Inspection Date	
Customer / Client		Product Description		Item Number	
Shipment Date		Sample Reference		Revision	
SAMPLE IDENTIFICATION / NOTES Sample Type: Sample Stage: Overall Condition: General Remarks: 			INSERT PHOTO <i>Product / Front View</i>		

REMARKS / KEY OBSERVATIONS

INSERT PHOTO <i>Remark / issue</i>	INSERT PHOTO <i>Remark / issue</i>
INSERT PHOTO <i>Construction / detail</i>	INSERT PHOTO <i>Construction / detail</i>

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PRODUCT OVERVIEW - PHOTO RECORD

INSERT PHOTO <i>Front View</i>	INSERT PHOTO <i>Rear View</i>
INSERT PHOTO <i>Left Side View</i>	INSERT PHOTO <i>Right Side View</i>
INSERT PHOTO <i>Top View</i>	INSERT PHOTO <i>Bottom View</i>

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PRODUCT DIMENSION / CONSTRUCTION DETAILS

INSERT PHOTO
Overall Dimension

INSERT PHOTO
Key Dimension

INSERT PHOTO
Base / Skirt

INSERT PHOTO
Joint / Connection

INSERT PHOTO
Concealed Construction

INSERT PHOTO
Other Detail

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FINISH / HARDWARE / DETAIL PHOTO RECORD

INSERT PHOTO <i>Finish / Colour</i>	INSERT PHOTO <i>Edge / Surface</i>
INSERT PHOTO <i>Drawer / Runner</i>	INSERT PHOTO <i>Handle / Pull</i>
INSERT PHOTO <i>Tipping Restraint</i>	INSERT PHOTO <i>Other Hardware</i>

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HARDWARE LIST

No.	Code	Type of Hardware	Qty	Remarks / Check
1				
2				
3				
4				
5				
6				
7				
8				

PART LIST

Part	Part Description	Edge	Face	Qty	Dimension / Material
A					
B					
C					
D					
E					
F					
G					
H					
J					
K					
L					
M					
N					
O					

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HARDWARE, PARTS AND COMPONENT DETAILS

INSERT PHOTO
Hardware Set

INSERT PHOTO
Hardware Quantity / Identification

INSERT PHOTO
Part Layout

INSERT PHOTO
Part / Component Detail

INSERT PHOTO
Edge / Face Detail

INSERT PHOTO
Other Component Detail

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ASSEMBLY REVIEW / ASSEMBLY SEQUENCE

INSERT PHOTO <i>Pre-installed Components</i>	INSERT PHOTO <i>Step 1</i>
INSERT PHOTO <i>Step 2</i>	INSERT PHOTO <i>Step 3</i>
INSERT PHOTO <i>Step 4</i>	INSERT PHOTO <i>Final Assembly</i>

ASSEMBLY NOTES

Step	Assembly Point	Result	Remarks / Issue
1			
2			
3			
4			
5			
6			

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SAMPLE REVIEW CONCLUSION

Overall Result	PASS / FAIL / CONDITIONAL	Follow-up Required	YES / NO	Reviewed By	_____
Open Items	_____ _____ _____	Target Date	_____	Status	OPEN / CLOSED
Key Findings					
Required Corrective Action					
Reference / Approved Sample					
Final Remarks					

Photo pages are repeatable. Add additional photo pages when the furniture item requires more evidence; do not reduce or combine photo evidence simply to keep the report short.