

Retail Fixture Supplier Evaluation Checklist

Compare evidence and project controls, not photographs alone.

ENGINEERING CONTROL

☐	Drawing revision process	
☐	BOM and material schedule	
☐	Prototype or sample approval route	
☐	Change-control record	

PRODUCTION EVIDENCE

☐	Material and finish samples	
☐	Trial assembly evidence	
☐	Inspection plan and records	
☐	Packing design and package labels	

COMMERCIAL CLARITY

☐	Exact scope and exclusions	
☐	MOQ and price tier basis	
☐	Lead-time start trigger	
☐	Named Incoterm place or port	
☐	Remedy and responsibility boundaries	

PROJECT NOTES / OPEN DECISIONS

Scope note: This planning tool does not replace approved drawings, a signed quotation, a purchase contract, destination code review or professional site verification. Record all project-specific commercial terms in the signed documents.