

OFFICE FURNITURE BUYER WORKSHEET

Buyer Project Brief

A practical starting point for a single item, a category package or an early-stage workplace requirement.

Unknown is a valid status.

Complete what you know and write Pending where a quantity, dimension, date, document or decision is still open. This brief starts a review; it does not confirm a product, supplier, quotation or order.

1. Buyer and project context

Information needed	Buyer response
Company	Type here
Contact person and role	Type here
Email / preferred contact route	Type here
Country, city and project type	Type here
Project / reference name	Type here or write Pending
Buyer role	Dealer / fit-out team / designer / end client / other

Current stage: ☐ Early concept ☐ Specification ☐ Tender ☐ Order planning ☐ Other

Only share drawings, images and project information you are authorised to provide.

CATEGORY SCHEDULE

2. Furniture scope

Use one row per category. Add a separate sheet if the project has more than eight categories. Approximate quantities are acceptable when labelled.

Item	Category / intended use	Est. qty	Dimensions / required functions	Finish / reference	Status
1	Type here	Type here	Type here	Type here	Type here
2	Type here	Type here	Type here	Type here	Type here
3	Type here	Type here	Type here	Type here	Type here
4	Type here	Type here	Type here	Type here	Type here
5	Type here	Type here	Type here	Type here	Type here
6	Type here	Type here	Type here	Type here	Type here
7	Type here	Type here	Type here	Type here	Type here
8	Type here	Type here	Type here	Type here	Type here

Suggested categories: workstations, task seating, meeting tables, training furniture, storage, reception, breakout / collaboration, acoustic / focus products.

3. Design direction

Information needed	Buyer response
Material / finish direction	Type here or attach an authorised reference
Colours / finish references	Type here or write Pending
Drawings / plans available	Yes [] No [] Pending []
Branding / labelling / packaging	Type here or write Pending

TIMING AND COMMERCIAL CONTEXT

4. Timing and destination

Information needed	Buyer response
Target sample / approval date	YYYY-MM-DD or Pending
Required arrival date	YYYY-MM-DD or Pending
Destination city / port	Type here
Delivery address type	Warehouse / project site / dealer / other / Pending
Access / installation constraints	Type here; MOVEIRA does not assume local installation responsibility

Timing boundary

Production, inspection, booking, transit, customs and final delivery are separate stages. No general lead time applies across all products, suppliers and routes.

5. Commercial context

Information needed	Buyer response
Budget range and currency	Type here or write Pending
Preferred trade term	EXW / FOB / CIF / other / Pending
Sample expectation	What question should the sample answer?
Quotation format	Per item / category / package / other
Payment requirements	Type here or write Pending

A budget position helps compare relevant options. It does not create a price, MOQ, sample, freight or payment commitment.

EVIDENCE AND OPEN QUESTIONS

6. Verification requirements

Evidence to discuss: ☐ Product data ☐ Testing / compliance ☐ Finish sample ☐ Drawing ☐ Packaging ☐ Inspection

Information needed	Buyer response
Required standards / documents	<i>Name the requirement and market; write Pending if not confirmed</i>
Inspection / acceptance criteria	<i>Type here or write Pending</i>
Warranty expectation	<i>Type here; product-specific confirmation required</i>
Spare parts / after-sales	<i>Type here or write Pending</i>
Other required evidence	<i>Type here or write Pending</i>

7. Open questions and attachments

Information needed	Buyer response
Items still Pending	<i>List the decisions that need clarification</i>
Attachments provided	<i>Drawings / schedules / authorised images / other / none</i>
Other notes	<i>Type here</i>

What happens next

MOVELRA organises the known facts, returns material clarification questions, explores relevant supply options and verifies specifications, evidence and commercial terms before any commitment.

Submission note

Reference images communicate direction but do not replace a confirmed specification. Product availability, MOQ, price, sample terms, lead time, testing, warranty, packing and logistics must be confirmed for the selected product, supplier and project. Completing or sending this worksheet does not approve a supplier, quotation, contract or order.

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