# SAMPLE APPROVAL | Cup, artwork and packing worksheet

Complete with your project contact. This blank worksheet records the selected configuration and agreed terms; it is not a quotation or a completed inspection record.

## 01 / Project and version

Company / project: _____ Date: _____

Cup reference and capacity: _____

Sample ID / revision and intended market: _____

## 02 / Cup and components

Inner / outer body material: _____

Lid, straw, seals and accessories: _____

Dimensions and weight scope: _____

## 03 / Artwork and presentation

Logo file / revision, size and position: _____

Colour reference / finish / decoration method: _____

Box dieline / artwork / insert revision: _____

## 04 / Checks and packing

Care instructions / performance method / acceptance: _____

Report numbers and matching models / components: _____

Units per carton / box and carton dimensions / gross weight: _____

## 05 / Commercial and timing confirmation

Quantity per model / colour / MOQ: _____

Sample / setup / freight costs and credit terms, if agreed: _____

Sample date / production after approval / trade term: _____

## 06 / Approval and open items

Accepted details / changes still required: _____

Approved cup and box version / approver / date: _____

Changes requiring review before production or reorder: _____