

Order Document Crosscheck Workbook

A practical record for checking whether your selected table options and the seller's current documents describe the same combination.

Published by EpoxyTableLab. This is a brand-created planning resource, not an independent review or legal advice. It does not establish any seller's order policy, contract terms, current price, or acceptance of a requested option.

1. Gather the current documents

Keep the selected product reference, your option summary, the applicable quotation, and the seller's current order documents together. Record the date and version of each. Preserve the actual source rather than replacing it with a remembered description. If an item is unavailable or incomplete, label it as missing information.

Do not assume an earlier quote applies after a configuration changes. A request for a different dimension, base, or resin choice is not evidence that it has been accepted. Ask which current document applies to the combination you intend to order. Keep superseded versions clearly labeled and separate from the working set.

2. Compare one field at a time

Use the field matrix on page 2. Copy what you selected into one column and what the current seller document states into another. Record the source and any unresolved difference. Do not fill blank fields with a guess or information from a different product family.

A match should mean the two entries describe the same confirmed item. If a word is unclear, preserve the original wording and ask for clarification. This workbook gives no rule for interpreting ambiguous contractual terms; obtain appropriate advice when needed.

3. Treat a discrepancy as a question

Hypothetical example: your personal brief lists one base, but the latest quotation names another. Record the two entries and the dates of their sources. Ask which base is included in the current proposal. Do not silently correct the quotation, assume a substitution is acceptable, or carry an old amount into a revised option set.

A missing answer is different from an outright contradiction. Use separate labels such as unconfirmed and conflicting so that the follow-up question is specific. Keep a short record of the answer and the configuration it concerns. A reply about one size may not settle a question about another.

4. Review the documents before a commitment

Read the current combination as one complete set. Check the item reference, dimensions, options, inclusions, applicable amount, and remaining questions. Review the actual payment, cancellation, delivery, return, and care information where relevant. This worksheet does not replace those documents or advise you to accept them.

Use the [EpoxyTableLab dining table collection](#) to identify candidate references, then confirm the exact selected configuration. The crosscheck organizes evidence and questions. It cannot guarantee availability, compatibility, delivery scope, price, or the seller's acceptance of a change.

Field-by-field crosscheck

Keep one worksheet for each current candidate. Do not mix answers from different configurations.

Working set	Record
Candidate name / product reference	_____
Selected options version and date	_____
Applicable quote / order document date	_____
Source folder or document references	_____

Field	Your selected option	Current document / source	Match or question
Product reference	_____	_____	_____
Top dimensions / unit	_____	_____	_____
Outline / wood / resin	_____	_____	_____
Base / finish / accessories	_____	_____	_____
Included items and services	_____	_____	_____
Applicable quoted amount	_____	_____	_____

Before using the result

Mark unknown information as unconfirmed. For a conflict, name both sources and the exact field that differs. Request the applicable current document after a change. This sheet is a personal comparison record, not proof that a seller has accepted or approved its contents.

Questions and final review

Use the record below to connect answers to the specific current configuration.

Question	Record
Conflicting or missing field	
Source A wording / date	
Source B wording / date	
Clarification requested	
Answer / date / configuration	
Current document still needed?	

Final document review

- ☐ Product reference and selected configuration match.
- ☐ Measurements retain their original units and sources.
- ☐ Quote and inclusions refer to the current option set.
- ☐ Requested changes are distinguished from confirmed answers.
- ☐ Superseded information is clearly labeled.
- ☐ Relevant current policies have been located and reviewed.
- ☐ Remaining questions are recorded; none have been filled by assumption.

Keep a dated copy

Save the completed record with the actual documents it references. If the configuration changes, create a revised working set and repeat the affected comparisons. Keep the older set labeled as superseded. Do not treat the presence of a checkmark as a legal interpretation, payment instruction, or substitute for the seller's final documentation.