



Sample Evaluation Form

Purpose: Objectively evaluate supplier samples before approving for production. Use this to compare suppliers and avoid approving poor-quality samples.

1. Sample Details

Product Name	
Supplier	
Sample Date	
Reviewed By	
Reference Spec / Tech Pack	
Sample Version (V1 / V2 etc.)	

2. Evaluation Criteria

Criteria	Rating (1-5)	Pass/Fail	Comments / Photo Ref
Build Quality			
Finish (surface, color, consistency)			
Functionality			
Packaging			
Comparison vs Specification			

3. Rating Guide

5 = Excellent (fully meets or exceeds expectations)

4 = Good (minor issues, acceptable)

3 = Acceptable (some improvements needed)

2 = Poor (significant issues)

1 = Reject (does not meet requirements)

4. Final Decision

Overall Rating (Avg)	
Decision (Approve / Revise / Reject)	
Key Issues to Address	
Next Action (Revise / Re-sample / Proceed)	