Color + finish approval

One clear paint specification for every room and surface.

ORDER RULE A selection is ready to order only when its room, surface, product, color and sheen are confirmed.

A JOB DETAILS

HOMEOWNER

JOB ADDRESS

ESTIMATE / JOB #

CREW LEAD

SELECTION DEADLINE

PLANNED START DATE

APPROVED
Decision confirmed

PENDING
Owner + due date needed

CHANGED
Update crew + order record

1 ROOM-BY-ROOM SELECTIONS

One row per surface when paint specs differ

Example: list bedroom walls and trim separately if they use different products or finishes.

01
ROOM / SURFACE
MANUFACTURER / PRODUCT
☐ Approved ☐ Pending
COLOR NAME / CODE
SHEEN
SAMPLE / LOCATION
APPROVED BY / DATE

02
ROOM / SURFACE
MANUFACTURER / PRODUCT
☐ Approved ☐ Pending
COLOR NAME / CODE
SHEEN
SAMPLE / LOCATION
APPROVED BY / DATE

03
ROOM / SURFACE
MANUFACTURER / PRODUCT
☐ Approved ☐ Pending
COLOR NAME / CODE
SHEEN
SAMPLE / LOCATION
APPROVED BY / DATE

04
ROOM / SURFACE
MANUFACTURER / PRODUCT
☐ Approved ☐ Pending
COLOR NAME / CODE
SHEEN
SAMPLE / LOCATION
APPROVED BY / DATE

Tip: label each sample with the room, surface and color ID so it matches this sheet.

Keep the job moving

Resolve open choices, track paint orders, and send the current specs to the crew.

2 PENDING DECISIONS

Name an owner and due date; don't leave a blank for the crew to guess.

ROOM / SURFACE	DECISION NEEDED	DECISION OWNER	DUE	WORK WAITING

3 PAINT ORDER LOG

PAINT STORE / SUPPLIER

ORDER NUMBER

ROOM / COLOR ID	PRODUCT + SHEEN	QTY	ORDERED	DELIVERED

4 CHANGES AFTER APPROVAL

Record the new selection and any cost or schedule impact.

ROOM / SURFACE	OLD SELECTION	NEW SELECTION	PRICE / TIME CHECKED?	APPROVED / DATE

HOMEOWNER CONFIRMATION

I reviewed the selections marked approved for the rooms and surfaces listed. Any later change will be recorded and shared before the crew proceeds.

HOMEOWNER / AUTHORIZED DECISION-MAKER

DATE

CONTRACTOR / REPRESENTATIVE

DATE

CREW HANDOFF

- ☐ Current sheet shared
- ☐ Pending rooms flagged