

Interior design purchase order planning template

Illustrative worked-example preview / same records as the editable workbook

Example status

Illustrative extension of The Window Room. PO-EX-01 is an invented teaching reference, not an issued purchase order. No supplier, quote, approval or delivery commitment exists. Pending practitioner review.

Intended use

Educational planning structure, pending practitioner review. It does not issue an order, establish authority, provide contract terms or represent an OpenLintel procurement capability. Complete and review the record in your own system before any purchasing action. Leave unknown costs and dates blank and explain the missing evidence.

Provenance

Authored by OpenLintel with AI assistance on 2026-09-26. F-01 comes from the published fictional Window Room concept. Purchasing records are original teaching additions; no real client or supplier information is used.

Units and missing information

State quantity and purchasing unit separately. Blank monetary values and dates are unresolved. This template makes no currency, tax-rate, product-price or delivery-time assumption.

Use the workbook

The companion XLSX contains Instructions, Blank Template and Worked Example. Blank values in the example remain unresolved; this PDF labels them explicitly. No product, supplier, quote, technical approval or purchasing authority is invented.

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Worked record 1 / Identity, product and quote

Planning reference	PO-EX-01 - illustrative planning exercise; not issued
Item reference	F-01
Item description	Linen two-seat sofa concept from The Window Room
Supplier	Unresolved; no supplier appointed
Manufacturer / model	Unresolved; no product selected
Quote reference	No supplier quote obtained
Quote checked date	Unresolved / not entered
Quantity	1
Purchasing unit	item; verify purchasing unit

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Worked record 1 / Commercial inputs and delivery

Quoted unit price	Unresolved / not entered
Currency	Unresolved / not entered
Tax amount	Unresolved / not entered
Freight / delivery cost	Unresolved / not entered
Installation cost	Unresolved / not entered
Receiving location	Not established
Requested delivery date	Unresolved / not entered
Supplier-confirmed date	Unresolved / not entered

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Worked record 1 / Decisions, order and open work

Design decision	Illustrative concept only; pending review
Purchasing authority	Not established
Order status	Not ordered
Order / acknowledgment	No order or acknowledgment exists
Revision	R0 - teaching exercise
Open checks	Product, quote, purchasing unit, receiving plan and authority unresolved.
Next action / owner	Obtain product and quote evidence; responsible person not appointed.

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Reference notes

How references were used

These primary references informed field selection and schedule structure. The example records and wording are original teaching material. References do not validate an actual product, project or approval.

Houzz Pro: purchase-order fields and workflow (format reference)

<https://pro.houzz.com/pro-learn/blog/startup-guide-interior-design-how-to-make-purchase-order-with-template>