Selection Change Check

WORKSHEET / Type in the shaded boxes or print a fresh copy.

A client approved a room total that included the original sofa. Replace that line with the new quote and prepare a clear approval note.

01 Work through the example

	Example	Your case
Approved room total	**4800**	
Original item included	**950**	
Replacement quote	**1275**	

Calculation: approved total minus original price, plus replacement price

Revised room total

Remove the old item once and add the replacement once. Record the approval before releasing the order.

02 Make a handoff note

Room and item

Reason for substitution

Approval owner and date

Selection Change Check

PRACTICE TEST / Use the example values on page 1.

1. With the example values, what is the revised room total?

- ○ $5,133.00
- ○ $5,128.00
- ○ $5,125.00

2. If "Original item included" changes from 950 to 975, with the other example values unchanged, what is the new result?

- ○ $5,125.00
- ○ $5,100.00
- ○ $5,107.00

3. Which action makes the most sense for this example?

- ○ Close the record and skip the next review.
- ○ Order the substitute under the old approval.
- ○ Document the revised total and request approval.

What helped you, or what would you change?

Check your answers in Practice-and-Test.html for a score and an explanation of each answer. The PDF stores your selections when saved in a compatible PDF reader.