

Home Fragrance Sample & Quality Checklist

A printable review sheet for candles, diffusers and room sprays.

- 01 Complete the sample record
- 02 Review by product format
- 03 Record findings and approval

Complete the sample record

Identification

Sample code: _____ Date: _____

Supplier contact: _____

Product format and size: _____

Fragrance code: _____

Specification

Vessel / bottle: _____

Wick / reeds / pump: _____

Label and packaging revision: _____

Reference specification: _____

Test conditions

Location / room size: _____

Temperature and ventilation: _____

Test start and end: _____

Instructions followed: _____

Decision owners

Commercial reviewer: _____

Technical reviewer: _____

Approved reference sample storage: _____

Review by product format

All formats

- ☐ Matches the approved sample code and specification
- ☐ No visible damage, leakage or contamination
- ☐ Scent direction matches the brief
- ☐ Label is legible and artwork is correct
- ☐ Packaging protects the product

Scented candles

- ☐ Vessel and wick configuration identified
- ☐ Unlit and burning scent observations recorded separately
- ☐ Supplier test evidence reviewed for the finished configuration
- ☐ Warning and use instructions reviewed

Reed diffusers

- ☐ Liquid clarity and stability observations recorded
- ☐ Reed material, number and bottle opening recorded
- ☐ Liquid consumption and perceived strength tracked separately
- ☐ Spill, handling and packaging information reviewed

Room sprays

- ☐ Pump output and application instructions checked
- ☐ Closure and package compatibility reviewed
- ☐ Leakage and transport protection evaluated
- ☐ Intended-use restrictions and safety information reviewed

Record findings and approval

Scoring

Use 1 = poor fit, 3 = acceptable, 5 = strong fit.

Scent fit: ____ Appearance: ____ Ease of use: ____

Packaging: ____ Overall preference: ____

Keep technical acceptance separate from preference scores.

Issues to resolve

Issue / sample code: _____

Required change: _____

Responsible person / due date: _____

Retest result: _____

Release decision

☐ Approved ☐ Approved after listed corrections ☐ Retest required

Approved version: _____

Reviewer and date: _____

Outstanding conditions: _____

For the next order

Keep this review sheet with the quotation, approved artwork, reference specification and sample photos. A completed buyer checklist supports communication; it does not replace the supplier's technical testing or formal release process.

Useful links & reading notes

Scented Candles

<https://olfay.com/products/scented-candles/>

Reed Diffusers

<https://olfay.com/products/reed-diffusers/>

Room Sprays

<https://olfay.com/products/room-sprays/>

Contact

<https://olfay.com/contact/>

About this guide

An original English synthesis prepared for OLFAY buyers from the supplied Chinese reference collection. It adapts concepts into commercial briefing, evaluation and process questions; it is not a translation of a verified factory procedure or a ready-to-use formulation.

Supplied reference topics: Home Fragrance Production Process; Candle Making Process and Precautions; Reed Diffuser Refill Formulations.

Website links are clickable. Product availability, minimum quantities, lead times and final specifications should be confirmed with OLFAY for your project.

Discuss your home fragrance project

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