Print room supply review

Fictional example for layout review

This review records the supplies counted in a fictional print room on 6 October 2026. The four lines contain 60 units in total. Use the count to prepare an internal replenishment discussion after the labels and storage locations have been checked. No purchase has been approved.

Counted supplies

One sealed pack is counted as one unit, regardless of the number of sheets or pieces inside it. The table preserves the labels used for this exercise. A blank, damaged or conflicting label would be recorded for review rather than resolved by guessing. All entries below are invented and contain no customer or employee information.

Item	Label	Units	Storage
Presentation folders	Slate	24	Shelf A
Card sets	Café blue	18	Shelf B
Label rolls	Plain white	12	Shelf C
Envelope packs	Cream	6	Shelf D
Total	**All four lines**	**60**	**Print room**

The label-roll count is 12 units. Keep the four item lines separate in any later summary so that a change to one count cannot silently alter another line. Storage locations describe this fictional exercise only.

Checks before use

- Match each item name and colour label to the agreed source before changing the layout.
- Check the sum of the four item counts and repeat that total consistently in the opening and table.
- Keep unresolved quantities visible and ask for a confirmed value before issuing a revised copy.

Review and handoff

The reviewer should compare the readable file with the approved text line by line. The intended result is a compact document that another person can open, read and revise without having to infer which figures or statements were changed. The layout may improve spacing and hierarchy while preserving the stated facts, list order and table relationships.

Handling a correction

Record a correction as a specific instruction with the affected item, old value and new value. Keep the baseline copy. Apply the instruction to every dependent total or sentence, then compare the revised document with that baseline. Any unrelated wording change should be removed or separately approved before the revised file is treated as ready for review.

For this example, the opening total, the table values and the count note form one linked set. A corrected count must agree across that set. The other item counts, storage locations and colour labels must remain unchanged. Page numbers help the reader see that both pages belong to the same version, but they do not replace a content check.

Acceptance for this example

Accept the layout only when the text is complete, the table is readable, accents display correctly, and no line is clipped or hidden. Check the editable document and its PDF separately. The PDF is a reading copy. Its successful export does not establish identical behaviour in every version of Word or prove that it meets an accessibility standard.