

Custom Processing Approval Form

KORENA LEGAL TEMPLATE LIBRARY

HOW TO USE For KORENA's intake/operations team (internal use), completed with the buyer before any buyer-specific cutting or customising starts. Record what processing is approved, capture the buyer acknowledgements, and get a signature before work begins. Fill in the white boxes. Grey italic text is just an example of the format.

Starter template, not legal advice. Adapt it and have it checked before important or repeat deals.

1. Order and buyer

Field	Details
KORENA order ID	[e.g. KOR-2026-0184]
Buyer name	[e.g. Smith Woodworks GmbH, Berlin]
Buyer type	[e.g. business buyer / consumer]
Contact	[e.g. jan@smithwoodworks.de]
Slab ID(s)	[e.g. KOR-SLAB-3391, KOR-SLAB-3392]
Processing provider	[e.g. KORENA / partner yard / third-party workshop]

2. Processing requested

Tick all that apply:

- ☐ Flattening / planing / sanding.
- ☐ Cut to length or width.
- ☐ Rip cut / cross-cut list (attached).
- ☐ Bookmatch pairing or jointing.
- ☐ Edge trimming (live edge / square).
- ☐ Crating or special handling.
- ☐ Other: [e.g. epoxy fill of two voids]

3. Final specification

Field	Details
Target dimensions + tolerance	[e.g. 2,400 x 850 x 50 mm, +/- 2 mm]
Surface finish	[e.g. sanded to 120 grit]
Edge treatment	[e.g. keep live edge one side, square other]
Cut list / drawing attached	[e.g. yes - cutlist-3391.pdf]
Offcuts returned	[e.g. no]

Field	Details
Special handling	[e.g. final photos before dispatch]

4. Buyer acknowledgements

- ☐ The specification above is complete and accurate, and I have authority to approve it.
- ☐ Wood is natural: cutting or flattening can reveal hidden checks, voids, or colour change, and removing material reduces thickness, figure, or live-edge character.
- ☐ Final dimensions may vary within the agreed tolerance.
- ☐ If serious instability is found mid-work, KORENA will pause and contact me where reasonably possible.
- ☐ Once the slab is cut or customised to my specification, a consumer change-of-mind withdrawal right may no longer apply to that processed item. (Check this applies before relying on it.)

This approval does not exclude or limit the legal guarantee of conformity. If the finished item is defective or does not match the agreed specification, your legal rights still apply.

5. Approval to proceed

Do not start processing until this is signed or accepted electronically.

Buyer:

Name:

Signature / e-acceptance:

Date:

For KORENA use only

Field	Details
Approved by	[e.g. Maria P., operations]
Date	[e.g. 14 March 2026]
Work completed date	[e.g. 18 March 2026]
Final dimensions	[e.g. 2,399 x 849 x 50 mm]
Deviations from spec	[e.g. none]
Buyer notified of deviations	[e.g. n/a]
Approved for dispatch	[e.g. yes]

Last reviewed: 2026-06-27 - Next review: before operational use.