SAMPLE TEMPLATE — FOR DEMONSTRATION ONLY

Order Progress Tracking Report

Report ID	OSM-DEMO-OPT-003 · Update #3 of 5
Client	Maple & Pine Retail Inc. (fictional), Canada
Supplier	“Demo Yuxin Ceramics Co., Ltd.” (fictional)
Order	PO-DEMO-0427 · Stoneware mugs, 12,000 pcs, 3 colors · Deposit 30% paid by client
Agreed ship-ready date	2026-11-20 (per PO)
Follow-up plan	Weekly calls in Chinese; dated evidence requested at each milestone; exceptions reported within 24 hours
Reporting period	2026-10-19 to 2026-10-25 (UTC+8)
Prepared / reviewed by	[Coordinator — demo] / [Reviewer — demo]

Status this week

At risk — 6 to 8 days late. Glaze for the “sage green” color (4,000 pcs) failed the supplier’s own color check and is being redone. The supplier now states a ship-ready date of 2026-11-27, 7 days after the PO date. Client decision needed: accept the new date, or ship the other two colors first (see R-02).

Milestones

#	Milestone	Planned	Reported	Evidence	Status
M1	Materials ready (clay, glaze, cartons)	10-05	10-06 done	P-01, P-02	Supplier Stated
M2	Production start	10-08	10-08 done	P-03	Supplier Stated
M3	50% formed & first firing	10-22	10-23 done	P-05, P-06, VC-01	Observed remotely
M4	Glazing & second firing	11-05	Delayed (sage green)	P-07	Supplier Stated
M5	Packing complete	11-18	Forecast 11-25	—	Not Verified
M6	Ready to ship	11-20	Forecast 11-27	—	Not Verified

Status key: Independently Verified we checked it ourselves against an independent source or by direct observation · Supplier Stated told or shown to us by the supplier, not independently confirmed · Not Verified could not be confirmed · Observed remotely seen by live video, not in person.

Progress log this period

Date (UTC+8)	Contact	What happened	Evidence
10-20 10:00	Call with Mr. Chen (production)	Supplier reports forming 40% complete. Photos requested.	P-04
10-23 14:30	Live video call, 10 min	We saw racks of fired, unglazed mugs and the kiln area by video. Counted 22 racks; supplier states ~260 pcs per rack.	VC-01, P-05, P-06
10-24 09:15	WeChat message from Mr. Chen	Supplier reports sage green test batch “too dark”; glaze to be re-mixed. Photo of test tiles sent.	P-07
10-24 11:00	Escalated to client	Exception R-02 sent to client by email within 2 hours.	—
10-25 16:00	Call with Mr. Chen	Supplier gives new ship-ready forecast of 11-27 and offers to ship 8,000 pcs (2 colors) on 11-20.	SCF-03

Evidence index

Ref	Type	Source	Date	Status
P-01 – P-04	Photos	Sent by supplier via WeChat	10-06 – 10-20	Supplier Stated
P-05, P-06	Screenshots from live video	Taken by OSMANTH during VC-01	10-23	Observed remotely
VC-01	Video call note	OSMANTH	10-23	Observed remotely
P-07	Photo of glaze test tiles	Sent by supplier	10-24	Supplier Stated
SCF-03	Supplier Confirmation Form	Signed by supplier	10-25	Supplier Stated

Supplier photos are not independent proof. Progress is “Independently Verified” only when we observe it in person.

SAMPLE TEMPLATE FOR DEMONSTRATION ONLY

Progress evidence (sample layout)

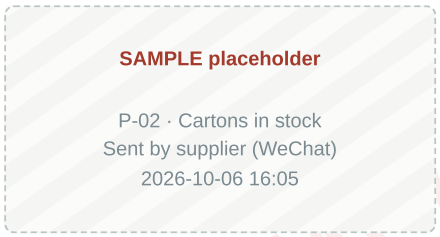
Every progress file is dated and labeled with its source, so you always know whether we saw it ourselves, saw it on live video, or received it from the supplier. **This sample contains no real photos: the boxes below are SAMPLE placeholders.**













Ref	Source	Date (UTC+8)	What it supports	Status
P-05, P-06	Screenshots taken by OSMANTH during live video VC-01	10-23 14:32–14:36	M3: 50% formed & first firing	Observed remotely
P-07	Photo sent by supplier	10-24 09:15	R-02: sage green glaze rejected	Supplier Stated
P-01 – P-04	Photos sent by supplier	10-06 – 10-20	M1, M2	Supplier Stated

How we label progress evidence

- **Taken by us on site**: can be “Independently Verified”. Original files keep their date, time and location data.
- **Taken by us during live video**: “Observed remotely”, with the call date and time.
- **Sent by the supplier**: “Supplier Stated”, however convincing it looks. We ask for dated photos, but we don’t treat them as proof.

If you need independent confirmation before a payment, an on-site check can be added and quoted separately.

SAMPLE TEMPLATE — FOR DEMONSTRATION ONLY

Supplier Confirmation Form — excerpt (SCF-03)

The factory may voluntarily sign this form. **A signature confirms only what the factory states. It is not independent verification.**

Company	Demo Yuxin Ceramics Co., Ltd. (fictional)
Order / product	PO-DEMO-0427 · Stoneware mug 350 ml, 3 colors
Quantity	12,000 pcs (cream 4,000 · navy 4,000 · sage green 4,000)
Progress stated	Forming complete for all 12,000 pcs; cream and navy glazed; sage green glaze being re-mixed
Delivery date stated	8,000 pcs (cream, navy) ready 2026-11-20; 4,000 pcs (sage green) ready 2026-11-27
Authorized contact	Mr. Chen, production manager (stated)

Supplier signature & company seal
Demonstration — intentionally left blank

Date
2026-10-25 (demo)

Risk / delay log

Ref	Opened	Issue	Impact	Next step	Status
R-01	10-06	Materials 1 day late	None (recovered by 10-08)	—	Closed
R-02	10-24	Sage green glaze rejected in supplier's color check	+7 days for 4,000 pcs	Client to decide: one shipment on 11-27, or split shipment	**Open**
R-03	10-25	New sage green color not yet approved by client	Possible further delay	Request dated photo of new test tiles next to client's color sample	**Open**

SAMPLE TEMPLATE FOR DEMONSTRATION ONLY

Next steps (week of 10-26)

1. Client decision on R-02 (single or split shipment) — requested by 10-28.
2. Request dated photos of the new sage green test tiles beside the approved color sample (R-03).
3. Weekly call with Mr. Chen on 10-30; request evidence for M4 (glazing).
4. Optional: on-site check of packing before the balance payment — quoted separately.

Limitations of this report

- Most progress information this period was provided by the supplier and is labeled “Supplier Stated”.
- Items seen by live video are labeled “Observed remotely”; we did not visit the factory in this period.
- The Supplier Confirmation Form records the supplier’s own statements and is not independent verification.
- We cannot make the supplier meet a date; this report makes delays visible early so you can decide.
- This is order follow-up, not a quality inspection.

Conclusion wording

Based on supplier statements and one remote video check, forming appears complete and two of three colors are on schedule. The sage green color is at risk of a 7-day delay (R-02). No item in this update was independently verified in person.

Prepared by
[Coordinator — demo]
Date: 2026-10-25

Reviewed by
[Reviewer — demo]
Date: 2026-10-26

About this sample. This is a sample template for demonstration only. The companies, people, order, dates and evidence are invented. It is not a client case.

Limitation of liability — due diligence, not a guarantee. This report reflects what we could observe or verify on the dates shown, using the documents and access available to us. It cannot rule out deliberate deception (such as falsified documents, staged sites or hired people) or changes after our checks, and it does not guarantee any supplier’s performance, quality, delivery or payment safety. Business and payment decisions remain the client’s. Our liability is limited to the fee paid for this service, and we are not liable for indirect or consequential losses. Full terms: osmanth.com/how-we-work#liability