**EXAMPLE: made-up items to show the layout**

# FF&E schedule, one room

Project _____ Room _____ Date _____

| Item code | Room | Description | Vendor | Finish and size | Qty | Retail each | Trade cost each | Client price each | Deposit and balance | Lead time | Needed by | Order by | Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LR-01 | Living room | Sofa | Vendor A | Oatmeal, 84 in | 1 | $4,200.00 | $2,520.00 | $3,402.00 | $1,260 / $1,260 | 12 wk + 10 d | Mar 15, 2027 | Dec 4, 2026 | Ordered |
| LR-02 | Living room | Coffee table | Vendor B | Walnut, 48 in | 1 | $1,800.00 | $1,080.00 | $1,458.00 | $540 / $540 | 10 wk + 10 d | Mar 15, 2027 | Dec 18, 2026 | Approved |
| LR-03 | Living room | Table lamp | Vendor C | Brass, 28 in | 2 | $450.00 | $270.00 | $400.00 | $0 / $540 | 3 wk + 5 d | Mar 15, 2027 | Feb 10, 2027 | Proposed |
| LR-04 | Living room | Area rug, 9 x 12 | Vendor D | Wool, flat weave | 1 | $3,200.00 | $2,080.00 | $2,880.00 | $0 / $2,080 | 6 wk + 7 d | Mar 15, 2027 | Jan 18, 2027 | Approved |
| LR-05 | Living room | Drapery panel | Workroom | Linen, 96 in drop | 4 |  | $310.00 | $403.00 | $620 / $620 | 8 wk + 5 d | Mar 15, 2027 | Jan 6, 2027 | Ordered |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Client price each = trade cost x (1 + markup), or retail x (1 - saving), or the price you type. Order by = needed by - lead weeks x 7 - ship days - buffer days.

# FF&E schedule, one room

Project _____ Room _____ Date _____

| Item code | Room | Description | Vendor | Finish and size | Qty | Retail each | Trade cost each | Client price each | Deposit and balance | Lead time | Needed by | Order by | Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Client price each = trade cost x (1 + markup), or retail x (1 - saving), or the price you type. Order by = needed by - lead weeks x 7 - ship days - buffer days.