

Product-Information Claim-Check Worksheet

Keep answer claims, official product facts and follow-up actions in a single dated record.

Use this document as a working record. Blank fields are for your own verified evidence and agreed decisions. Public examples illustrate the method.

1. Buyer and answer scope

Brand

Buyer requirement

Exact question

Market / language / device

Answer source and collection method

Collection date

Answer or report URL

1. Buyer and answer scope / continued

Reviewer and review date

2. Claim-check table

Use one exact claim per row. Keep any worked examples separate from this blank table.

Exact claim	Answer link	Plan / currency / interval / workflow	Official source	Source check date	Assessment and reason	Next action / owner

3. Price check / continued

3. Price check

Plan name

Currency

Billing interval

Price unit

Seat or usage count

Base calculation

Taxes / discounts / optional extras

Official source and effective date

4. Feature and integration check / continued

4. Feature and integration check

Required buyer task

Feature or integration name

Available plan

What the connection does

Data direction

Setup / permission requirements

Usage conditions

Product-owner clarification

5. Decision and follow-up / continued

5. Decision and follow-up

Selected communication task

Buyer question and target page

Proposed copy or brief

Fact owner

Completion check

Live URL and publication date if implemented

Next matching question and collection date

Next review decision