



**Are you submitting a Request for Quotation (RFQ) to a manufacturer?
Use our free RFQ checklist to ensure you are providing the necessary
information in order to receive a complete quotation.**

- Complete Drawing Package, which could include:
 - 3D Version and PDF of the drawing, including technical data such as material and finish
 - Dimensional Drawing
 - Material Specifications
 - Tolerances
 - Assembly Instructions
 - Packaging (bulk or retail)
 - Solid Models

- If requesting a quote for Electronics, have the following ready:
 - Complete Drawing Package (list above)
 - Gerber Files
 - BOM (Bill of Materials)
 - At least one sample of your current board
 - Your current testing procedures

- Estimated Annual Usage for Each Part to Quote

- Are Material Substitutes Accepted? If yes, what are the accepted substitutes? _____

- Do you have any specific requirements? Example: Does the factory need to have specific certifications such as ISO 13485:2003? If yes, what are your requirements? _____
