

METALS RFQ

READINESS CHECKLIST



East West
design • manufacturing • distribution

Are you submitting a Request for Quotation (RFQ) to a manufacturer? Use this checklist to ensure you are providing the necessary information to receive an accurate and complete quotation.
www.ewmfg.com

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

What specific grade of material should be used? Ex: aluminum, stainless steel, etc..

What are the finishing requirements? Ex: galvanized, plated, powder coated, etc...

Estimated Annual Usage for each part to quote

Are material substitutes accepted? If yes, what are the accepted substitutes?
