

## RFQ Checklist for CNC Machining Projects

Help us deliver fast, accurate quotes by including the following details in your RFQ submission:

### 1. Contact Information

- ☒ Company name
- ☒ Contact person (name, title)
- ☒ Email address
- ☒ Phone number
- ☒ Shipping address (for delivery estimate)

### 2. Part Details

- ☒ Part name or ID
- ☒ Quantity (prototype, low-volume, or production)
- ☒ Material type (e.g., titanium, aluminum, PEEK)
- ☒ Finish requirements (e.g., anodizing, passivation, polishing)
- ☒ Tolerances (general and critical dimensions)
- ☒ Thread specs (if applicable)
- ☒ Surface roughness requirements
- ☒ Special features (e.g., micro-holes, undercuts, thin walls)

### 3. Technical Files

- ☒ 2D drawings (PDF, DWG, DXF)
- ☒ 3D CAD model (STEP, IGES, or SolidWorks format)
- ☒ Highlighted critical dimensions or features
- ☒ Revision number/version of the drawing

#### 4. Quality & Inspection Requirements

- ☒ Required certifications (e.g., ISO 13485, AS9100)
- ☒ Inspection method (e.g., CMM, visual, first article)
- ☒ Reporting format (e.g., FAIR, dimensional report)
- ☒ Cleanroom packaging or special handling needs

#### 5. Delivery & Logistics

- ☒ Desired lead time or delivery date
- ☒ Shipping method preference (e.g., UPS, FedEx, freight)
- ☒ Drop shipment or blind shipment instructions
- ☒ Any export control or ITAR requirements

#### 6. Additional Notes

- ☒ Budget range (optional but helpful)
- ☒ Previous suppliers or reference parts
- ☒ End-use application (helps us optimize machining strategy)
- ☒ Questions or concerns you'd like addressed

#### Submission Tips

- Send RFQs to: **sales@adept-mfg.com**
- We typically respond within **1 – 2 business days**