

# RFQ Checklist

Use our Request for Quotation (RFQ) checklist to ensure you include all the information necessary for an accurate quotation.

## Program

- Assembly(s) / Product / Family Name (or part numbers) and Revision level
- Annual / Quote quantities? Release quantities?
- Special or unique shipment packaging?
- New/existing/updated product?

## HLA (Higher Level Assembly)

- Complete Bill of Material (BOM)
- Full document & assembly specifications
- 3D component data including assembly files
- 2D drawings for each component with material and critical dimensions
- All wire specs — gauge, color, UL#, solid, stranded, length, strip length, tinned/untinned
- Any supplied material? Y / N
- Testing requirements? Test Spec developed or in need of developing?
- Information on existing component tooling
- Any special requirements or unusual product applications/environments?

## Material

- Any supplied material? Y / N If yes, please advise what specifically and quantity supplied at \$0 or at cost?
- Any programed parts? Y / N If yes, please identify specifically

## Packaging Requirements

- Are there any special packaging requirements for this product?