

READY TO PLATE

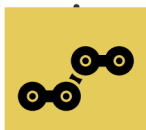
IT'S AS EASY AS 1 - 2 - 3



DOCUMENTATION

Is your documentation in order?

- Specifications detailed & agreed upon in advance
- Estimate from Theta Plate current
- PO and/or Pack list details Part Numbers, Quantities, and Estimate #



PARTS

Are your parts ready to plate?

- Finish on unplated parts = plated finish
- Free of scratches, dings, dents, scuffs
- Clean



PACKING

Packing for shipment improves finish quality, speeds processing, and protects your finished items

- Items are packed to prevent damage
- Pack List with Part Numbers, Quantity, and Estimate#
- Packing container is sturdy



THETA PLATE



3330 Princeton Drive NE

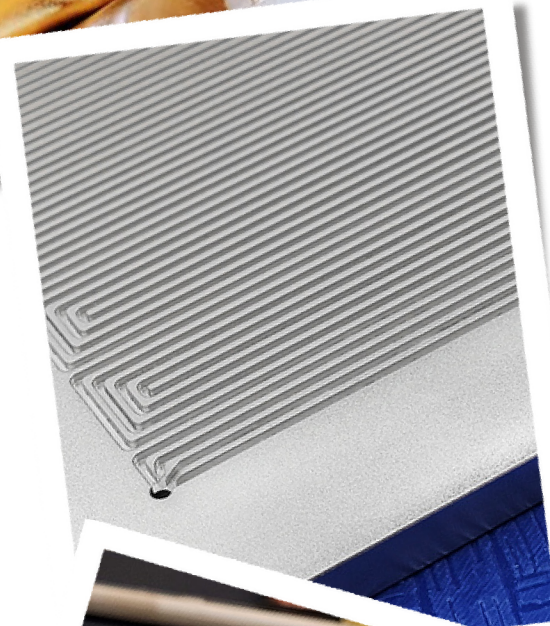
Albuquerque New Mexico 87107



505-880-1856



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DOCUMENTS

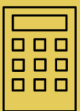
ARE YOUR PAPERS IN ORDER?



SPECIFICATIONS

We cannot read your mind. We are good -- but not that good!

- Plating material and material plated
- Plating thickness
- Finishes
- Color matching (best efforts)
- Heat treating details
- Certifications, testing, document packets required
- Drawings for parts to complete estimate
- Desired turnaround times



ESTIMATES

Get it in writing!

- How many parts
- Details on processes & specifications
- Details on materials
- Important features and tolerances
- Masking requirements
- Documentation, bag & tag, or certifications needed
- Delivery and/or rush order requirements



PURCHASE ORDERS & PACK LISTS

Minimize the mysteries. Mystery parts are never fun.

- Send us a PO & shipping details to let us know your shipment is on its way
- Include a pack list and/or purchase order in your shipment
- Label parts with PN or name & description
- Include Estimate #
- Return shipping directions



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PARTS

ARE YOUR PARTS READY TO PLATE?



CLEAN

Parts that are not clean can wreak havoc on our processes incurring extra costs and delays which we must pass along to our customers.

Inspect your parts and remove

- Dirt, tape residue, and polishing compound
- Paint and lacquer
- Corrosion, rust, oxides, and tarnish
- Heat scale
- Oils and grease



Jewelry stones can fall out or be dissolved by the plating chemistry. If possible, set stones after plating. Call us to discuss.



MEET SPECIFICATIONS

Plating cannot cover up rough machining or casting

- Ensure your parts meet pre-plating tolerances
- Ensure your design allows for plating thicknesses

We cannot be responsible for out of tolerance parts after plating



FINISHING TOUCHES

The finish on the part you send to us is the finish you will have after plating. Plating enhances defects.

- Polish your parts to finish specifications
- Inspect parts before shipping for dings, dents, scratches, and scuffs to ensure parts meet your specifications.



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PACKING FOR SHIPPING



DOCUMENTS

Assemble your packing list, purchase order, and estimate(s) in the box.

**Include these documents in shipping box.
Label your parts!**



PROTECT YOUR PARTS FROM EACH OTHER

Your parts will be bouncing and knocking into each other for miles and miles. Are they protected from causing damage to each other?

- Delicate parts should be bagged or wrapped separately
- Heavy parts can seriously damage other parts. "Egg-carton" style packaging can protect part-to-part damage
- Can your parts escape from your package?



PROTECT YOUR PACKAGE FROM OTHER PACKAGES

The stories we could tell about incoming packages that were destroyed in the shipping process...cautionary tales.

- Use a sturdy box able to survive 70 pounds placed on top
- Use a box-in-box method for fragile or heavier items to survive a minimum 10 foot drops.
- Leave 3" on each side of internal box to allow outer box to compress under loads. Fill with packing material.
- Use packing material to keep internal box tightly in place
- Use strapping tape for boxes greater than 25 pounds
- Tape all seams to stabilize box and prevent escape
- For really heavy items, consider containers on a pallet



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