

**When Requesting a quotation, please provide as much of the following information as possible to help us identify your needs.**

Company Name

Date

Contact person & title

Address – both company mailing and shipping

Part identification – part number / description

Drawing – machining drawing is desired with optional casting drawing if available

Notes of particular areas of concern on the part as to dimensional stability or other past problems.

Metal – full material specification, desired supplied heat treatment condition

Material certification requirements

Quality Control Requirements – ie. visual inspection standard, dimensional, non-destructive tests

Available weights – both casting and machined, identify which is being supplied if only one.

Quantity – both typical order quantity and anticipated annual usage

Tooling – if tooling is available please provide a description

Preferred shipping method – LTL carrier or UPS

Supplemental requirements – ie. machining, plating, surface condition