REQUEST FOR QUOTATION FORM

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| --- | --- |
| Company Name: | Initial Contact Date: |
| Contact Name: | Title: |
| Contact Phone: | Contact Fax: |
| Company Address: | Email Address: |
|  | Cell Phone: |
|  |  |
| Part Name: | Part Number: |
| Description: | RFQ Number: |
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|  |  |
| 1. Describe preliminary process flow. | |
| 1. Are there any intermediary customers/interested parties? Who is the end customer? | |
| 1. Has this job been done previously by any other suppliers? Describe any previous quality or delivery issues. | |
| 1. What is the volume – how many? | |
| 1. Packaging – how does it arrive at SVRC? | |
| 1. Packaging – how will it be shipped from SVRC? | |
| 1. Delivery – who will pick up parts?   Who will deliver? | |
| 1. Delivery – how frequent? | |
| 1. Quality characteristics of parts:   How do we identify customer requirements?  What defines a bad part?  What do we do with bad parts? Store? Scrap? | |
| 1. What gages, fixtures, tooling are supplied by the customer?   Are they maintained by the customer?  How are they maintained? | |
| 1. Are part prints, specifications or drawings available? | |
| 1. List the preliminary BOM:   Is all material consigned?  If not, has customer identified required or preferred suppliers? | |
| 1. What is the timetable? Approximate start date?   Ensure timing allows for feedback on Production first piece (or photos/description as approp.) | |
| 1. What safety issues are involved in the process? Do you have MSDS sheets available? | |
| 1. Has an FMEA or Control Plan been completed on the part?   (May we have a copy?) | |
| 1. What are the labeling requirements? | |
| 1. How much on-hand inventory do we maintain? | |
| 1. Will we use EDI?   ASN? | |
| 1. How many samples are available? (Time study quantity) | |
| 1. Is there other similar work being done? Now? In future? | |
| 1. Are there any PPAP requirements? If so what level? 2. Does the customer do supplier performance reports? If so, how do we obtain them? 3. Comments: | |
|  | |
| Person Requesting Quote: | |
| RFQ Due By: | |

Once you have answered the questions that you can,

please email RFQ form to Jessica Smith, DIO

at **jsmith@svrcindustries.com** (tel. 989-280-5811)

Someone from our sales team will be contacting you within 24 hrs.

Thank you for your support and business.