REQUEST FOR QUOTATION FORM

|  |  |
| --- | --- |
| 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: |
|  |  |
|  |  |
| 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.