CNC Machining RFQ Worksheet

Record buyer requirements for one part and drawing revision. Refer to the released drawings for detailed specifications.

Use drawing callouts or file references where detail exceeds the space.
Write 'to be confirmed' for unknown requirements or 'not applicable' where appropriate.

Drawing, scope and starting condition

C01 Drawing / model reference, revision and units
Identify the part and the controlled drawing or model files.

C02 Requested machining features / scope
Identify the features or operations requested and the supply scope to quote.

C03 Enquiry stage and quantities
Separate sample, batch and annual quantities; identify the order stage.

C04 Material grade and governing specification
Include required condition, certification and any substitution restrictions.

C05 Blank identity, revision and proposed source
Identify the starting form and who is proposed to supply it.

C06 Incoming blank condition and required records
Describe the condition at handoff and requested material or treatment records.

C07 Treatment and final surface requirements
Reference required treatment, coating and any subsequent machining.

C08 Workpiece dimensions / starting geometry
Provide drawing references and geometry affecting the requested machining.

C09 Functional datums and feature relationships
Reference the datum order and relationships required by the drawing.

C10 Surfaces to machine and stock concerns
Identify untouched surfaces, planned stock removal and allowance questions.

Save a completed copy and send it with authorized drawings through the existing Email RFQ and Drawings route on the contact page.

Contact / Email RFQ and Drawings

Entries are buyer requests for quotation review.

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Access, inspection and delivery requirements

C11 Locating / support surfaces and clamping restrictions
Identify available references, restricted clamp areas and access concerns.

C12 Setup / orientation and datum-transfer questions
State required relationships after repositioning or questions for route review.

C13 Holes, threads, pockets and other critical features
Reference the required sizes, depths, corner conditions and feature pattern.

C14 Edge treatment and mating-surface protection
Reference drawing-controlled burr removal, chamfers, radii and protection.

C15 Acceptance characteristics and inspection stage
Reference required limits and distinguish incoming from final acceptance.

C16 Requested methods, sampling and reports
State the required method, sample / lot identification and report format.

C17 Required handoff condition and work responsibility
Identify the incoming / outgoing condition and any separately assigned work.

C18 Requested delivery, destination and packaging
State the requested date and protection, marking or packaging requirements.

C19 Previous sample / order and requested changes, if applicable
Give the prior reference and identify changed revision, route or deliverables.

C20 Open requirements / decisions needed
Write 'to be confirmed' where needed; identify who can confirm, if known.

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