

## RFQ Prerequisites

- Annual Quantities
- Production Releases
- Packaging Requirements
- Bill-of-Material W/Approved Vendor(s) (Preferably in Spreadsheet Format)
- Assembly Drawings (Hard Copy)
- PCB Board FAB Drawing & Current Supplier (Hard Copy)
- Manufacturer & Manufacturer Numbers for all Parts
- FAB Drawing for all Mechanical Parts
- Gerber Data, if possible
- Customer Contact (Phone, Fax, E-mail, Title)
- Test Requirements (i.e., ICT, Functional, Environmental)
- Quote Due Date
- Costed Bill-of-Material w/Approved Vendor(s) (if currently being built)
- Target Price
- Production Start Date
- Pre-Production Run
- Shipping Requirements
- Sample Product to be Quoted
- Workmanship Standards
- Delivery Requirements