RFQ checklist for turned parts

Tick each line before you send. Celvor Industrial · celvorindustrial.com/rfq-checklist/

Needed to quote

- ☐ 1 **Drawing** — 2D drawing in PDF, plus a STEP file if you have one. Part number and revision on the drawing.
- ☐ 2 **Units** — Inch or mm. If both appear, which one governs.
- ☐ 3 **Material grade** — A grade such as UNS C36000, 6061-T6 or 12L14, not only "brass" or "aluminum". If the grade is still open, tell us the application.
- ☐ 4 **Quantity** — This order, the estimated annual usage if it repeats, and whether samples are needed first.
- ☐ 5 **End use** — What the part touches: potable water, gas, oil or general assembly. For brass this decides leaded or lead-free stock.

Changes the price

- ☐ 6 **Ship-to and date** — City, state or province, and country, so freight can be quoted, and when you need the first lot.
- ☐ 7 **General tolerance** — Which standard applies to dimensions without a tolerance: ISO 2768-f or -m, or the title-block tolerances.
- ☐ 8 **Critical dimensions** — Which features are critical, and whether a specific inspection report format is required.
- ☐ 9 **Surface finish** — Ra in µin or µm, and whether it applies to all surfaces or only marked ones.
- ☐ 10 **Threads** — Full callout and class (for example 1/2-14 NPT, 3/8-24 UNF-2A, M10x1.5-6g), and whether a thread gauge check is required.
- ☐ 11 **Plating or anodizing** — Specification and thickness, any surfaces that must stay bare, and whether dimensions and thread classes apply before or after finishing.
- ☐ 12 **Edges** — Deburr and edge-break requirements.
- ☐ 13 **Documents** — Anything you need beyond the mill certificate. Tell us before we quote, so we can confirm what can be supplied.
- ☐ 14 **Packaging and labels** — Bulk, divided or individually bagged; what goes on the label.
- ☐ 15 **Shipping** — Courier or ocean freight, and your own carrier account if you have one.

Our defaults when not specified: ISO 2768-m · Ra 63 µin (1.6 µm) max on turned surfaces · outer edges broken 0.004–0.012 in (0.1–0.3 mm) where accessible. Parts are machined to your drawing. Tightest tolerance held, where the drawing calls for it: ±0.0008 in (±0.02 mm).

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