

MANUFACTURING RFQ CHECKLIST

Make the first review useful.

Send what you know. Leave unknowns for discussion. This planning worksheet helps engineering and purchasing define the job; it is not an inspection report or a certification record.

1. Company, contact and project

Name, business email, phone, part/assembly name and application.

2. Drawings and material

Drawing number/revision, CAD or PDF files, alloy/grade, finish and permitted substitutions. Request an NDA before sharing protected information.

3. Critical features and assembly scope

Interfaces, tolerances, welded features, supplied components and final assembly requirements.

4. Quantity and schedule

First-article quantity, anticipated annual demand, release size, target date and ship-to location.

No complete drawing package yet?

Start with a description at fwminc.com/contract-manufacturing. Upload files or arrange an NDA at fwminc.com/manufacturing-review.

QUALITY + RELEASE PLANNING

Agree on acceptance before the build.

Use this list to identify required records and open decisions. FWM confirms availability, scope and responsibilities during review and quoting.

Required item	Needed / details / open questions
Material certificates and traceability	
Drawing-based dimensional inspection	
First-article report and approval	
Weld procedure / welder qualification scope	
Testing, cleaning or outside processes	
Certification / code / customer quality requirements	
Certificate of conformance	
Packaging, marking and shipping documents	

Next decision and owner

Who confirms the open requirements, approves the first article and authorizes the production release? Record a name and target date.

Contact FWM

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This worksheet defines questions for review. It does not certify a completed part, commit FWM to a tolerance or test method, or replace approved drawings and purchase-order requirements.