

RFQ & Delivery Document Pack Checklist

What to send and what to request for inspection-ready EOAT orders

RFQ CHECKLIST

Purpose

Use this checklist to reduce clarification cycles and align DFM, quote assumptions, inspection scope, and shipment records before the order starts.

Buyer Inputs

CAD package	STEP/IGES plus PDF drawings where tolerances matter
Application context	Robot model, tool changer, product type, duty cycle, environment
Commercial scope	Prototype quantity, batch quantity, annual demand, destination
Material and finish	Grade, coating, passivation, anodizing, cleaning, color if relevant
Inspection scope	CTQ dimensions, FAI/dimensional/sample inspection, customer report template

Supplier Outputs to Confirm

- DFM questions and quote assumptions before pricing is locked.
- Material, finish, and documentation scope before PO release.
- FAI/dimensional/reporting method before sample approval.
- Packing, labeling, export documents, and shipment schedule before dispatch.

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