



## REQUEST FOR QUOTATION

Company Name:	Initial Contact Date:
Contact Name:	Title:
Contact Phone:	Contact Fax:
Company Address:	E:Mail Address:
	Cell Phone:
Part Name:	Part Number:
Description:	RFQ Number:
1. What is the volume – how many?	
2. Packaging – how does it arrive at SVRC?	
3. Packaging – how will it be shipped from SVRC?	
4. Delivery – how frequent?	
5. Quality characteristics of parts: How do we identify customer requirements? What defines a bad part? What do we do with bad parts? Store? Scrap?	
6. What gages, fixtures, tooling are supplied by the customer? Are they maintained by the customer? How are they maintained?	
7. Delivery – who will pick up parts? Who will deliver?	
8. Are part prints, specifications or drawings available?	
9. Is all material consigned? If not, has customer identified required or preferred suppliers?	
10. What is the timetable? Approximate start date?	
11. What safety issues are involved in the process? Do you have MSDS sheets available?	
12. Has a FMEA or Control Plan been completed on the part? (May we have a copy?)	



13. What are the labeling requirements?
14. How much on-hand inventory do we maintain?
15. Will we use EDI? ASN?
16. How many samples are available? (Time study quantity)
17. Is there other similar work being done? Now? In future?
18. Are there any PPAP requirements? If so what level ?
19. Does the customer do supplier performance reports? If so, how do we obtain them?
19. Comments:
Person Requesting Quote:
RFQ Due By: