RFQ preparation checklist (turned parts)

The more complete your request, the better a supplier can recommend the right machine, configuration and cycle time the first time. This checklist lists the 15 things to prepare before you ask for quotes on turned parts. Read it here, or download the PDF and fill it in.

- [ ] **1.** Part drawing (PDF, DWG or STEP) with tolerances and surface finish marked.
- [ ] **2.** Material grade and condition, including any heat treatment and the hardness requirement.
- [ ] **3.** Stock form and size: bar diameter, forging or casting.
- [ ] **4.** Maximum part diameter, maximum length and weight per part.
- [ ] **5.** Monthly or annual volume, and batch size.
- [ ] **6.** Target cycle time, or how many parts per shift.
- [ ] **7.** Operations needed: turning, milling, drilling, tapping; whether you need a sub-spindle or live tooling.
- [ ] **8.** Accuracy requirements: tolerance grade, concentricity, roundness, Ra.
- [ ] **9.** Automation needs: bar feeder, robot, in-machine measurement.
- [ ] **10.** Preferred control (FANUC, Mitsubishi, Siemens, etc.) and the brands of the machines already in your shop, so operators can move between them.
- [ ] **11.** Factory conditions: voltage and frequency (380 V, 50 Hz is common in Vietnamese factories; please check your actual supply), floor space, floor load capacity, compressed air and cooling water.
- [ ] **12.** Budget range and expected delivery time.

☐ **13.** Preferred trade terms (EXW, FOB, CIF or DAP), and new or used.

☐ **14.** Requirements for installation, training, warranty and spare parts.

☐ **15.** Contact person and Zalo.

Fill in this checklist and send it to us through the quote form on our website or on Zalo, and we will recommend suitable machines.

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