BUYER TOOLKIT / CNC & ROBOTICS

RFQ Preparation Checklist

Make the geometry, purchasing scope and acceptance criteria clear.

01 Drawing requirements

- ☐ Include a STEP/STP model and a matching PDF drawing where available.
- ☐ Identify part number, revision, units and which document controls any conflict.
- ☐ For robot interfaces, identify the mating flange, bolt circle, locating features and cable or tool clearance.

02 Material information

- ☐ Specify alloy or polymer grade, temper, hardness and heat treatment as applicable.
- ☐ State whether equivalent materials may be proposed and whether material records are required.

03 Quantity and production stage

- ☐ Separate prototype, pilot and expected repeat-order quantities.
- ☐ Request prices for the actual quantity scenarios you plan to buy.

04 Surface finish and appearance

- ☐ Name the finish, color, controlled appearance surfaces and masking requirements.
- ☐ Clarify coating thickness and whether critical dimensions apply after finishing.

05 Critical tolerances and interfaces

- ☐ Mark bearing seats, mating bores, datums, hole positions, threads and sealing faces.
- ☐ Specify the drawing standard and functional fits; avoid tightening every dimension by default.

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Agree inspection, protective packaging and the information needed to quote.

06 Inspection requirements

- Define the features to report, sampling scope and any required measurement method.
- Specify material records, traceability and report format. Agree first-sample approval before repeat production.

07 Packaging requirements

- Identify surfaces, threads and bearing bores that need protection during transport.
- State corrosion protection, individual separation, quantity per pack and part/revision labels.
- Describe assembly-ready, clean handling or special packaging needs where relevant.

08 Delivery requirements

- Provide the destination and requested arrival date.
- Distinguish manufacturing completion from shipping time; confirm any quotation assumptions.

09 File package and confidentiality

- Use clear filenames and include a short note describing the part and its function.
- For confidential drawings, discuss an NDA by email before sharing files.
- Drawing upload is optional. An initial inquiry can ask about material, geometry or inspection.

Ready to discuss your robot component?

Send your drawing, material, quantity and critical interfaces.

Request a Robotics Parts Quote >