

CUT PARTS WORKSHEET

NAME:

COMPANY:

PHONE #:

EMAIL:

DATE:

Here's what we need from you.

- **CAD DRAWING OF THE PART WITH TOLERANCES.** If material tolerances are not present, please tell us about the most critical dimensions (.dxf/.dwg file to cut from).
- **SAMPLE OF THE PART (IF AVAILABLE).** The sample will help us to determine what method of manufacturing has been used in the past.
- **MATERIAL SPECIFICATIONS OR POLYMER TYPE:**
 - The full ASTM (American Society for Testing & Materials) call-out of the material is best
 - If the ASTM is not available, please provide specifications for:
 - ▶ Material:
 - ▶ Shore A durometer:
 - ▶ Density:
 - ▶ Tensile:
 - ▶ Elongation:
 - ▶ Compression set:
 - ▶ UL recognition:
 - ▶ FDA (or other requirements):
 - ▶ PSA (Pressure Sensitive Adhesive):
 - ▶ Color:
- **TELL US ABOUT THE ENVIRONMENT WHERE THE PART WILL BE USED:**
 - ▶ Temperature:
 - ▶ Chemicals:
 - ▶ Ozone:
 - ▶ Application:
- **HOW WILL THE PART BE USED?** This is helpful in determining the part's critical features.
- **QUANTITY AND ESTIMATED ANNUAL USAGE:**
 - ▶ Do you require the parts all at once?
 - ▶ Is this a blanket order with periodic releases? At what intervals?
 - ▶ Or is this an repetitive, ongoing order?
- **DELIVERY REQUIREMENTS:**
 - ▶ When do you need the first shipment?
 - ▶ What is your preferred shipping method?
- **PACKAGING REQUIREMENTS OTHER THAN STANDARD BULK PACK:**
 - ▶ Labels (part number, UPC)?
 - ▶ Bagged or boxed quantity?