**Quote Request**

We look forward to helping you with your automation project. Please provide the information below and fax or email it to us and we will contact you.

The Quote Request Guidelines below are intended to help you capture all of the information needed for us to provide a quotation.

**Quote Request Guidelines
In order to economize your time, we have provided the following project guidelines. This will allow you to review preliminary questions in advance and help determine how Assembly Solutions, Inc. may work to meet your needs.**

**1.1             Project Identification**1.1.1What is the primary objective of the machine?
1.1.2 What is the project name?
1.1.3 The responsible Engineer and purchasing contacts, address, phone & e-mail addresses are:

**2.0 General Requirements**

2.1.1 How many parts must be assembled?
 2.1.2 The basic machine consists of what components:
 2.1.3 What mechanical process is used in each step?
 2.1.4 What checks, inspections, or "fail-safes" must be satisfied as the product is assembled?
 2.1.5 How should the products be loaded/unloaded?

**3.0** **Project Status** 3.1.1What's the time frame for the project?
 3.1.2 When do you anticipate a decision will be made?
 3.1.3 When do you anticipate an order will be placed?
 3.1.4 What is driving this project?
 3.1.5 How will the investment be justified?
 3.1.6 What is the “rough” budgetary range for the project?
 3.1.7 Is this project funded?

**4.0 Quote Information** 4.1.1 What is the requested due date?
 4.1.2 What type of quote is requested? Verbal? Budgetary? Firm?

**5.0 Product Information** 5.1.1 Is this a new design, a redesign, or an existing part?
 5.1.2 Are there different models or variations of the product? Please define.
 5.1.3 Are assembly and detail drawings available? What format?
 5.1.4 When will production parts be available?
 5.1.5 Are there any limitations to mechanically handling the part?  Any "sacred surfaces”

 5.1.6 How many operators are involved now and how many are anticipated for the new line?
 5.1 7 How many shifts per day does the machine operate now and how  many are anticipated?
 5.1.8 Have you had any production problems with this part?

**6.0 Performance Criteria** 6.1.1What are your expected acceptance criteria?

**7.0 Operator Interface** 7.1.1 Which of the following are preferred?
     Pushbuttons and indicator lights?
     Stack lights?
     Audible fault alarms?
     Digital message displays?
     Industrial / touch screen?
     Computer touch screens?
 7.1.2 Will you specify operator interface hardware or software?

**8.0 Data Collection** 8.1.1 Do you need to collect or display any particular data?
 8.1.2 Do you need historical trending? Sample rate? Number of samples?
 8.1.3 Will any data be collected from stand-alone instruments?
**9.0 Utilities Available** 9.1.1 What electrical service is available and desired? Voltage?
                       Phase?
 9.1.2 What air service is available? Pressure? Capacity?
                        Cleanliness?
 9.1.3 What vacuum service is available? Pressure? Capacity?

**10.0 Physical Environment** 10.1.1What are the floor space limitations?
 10.1.2 What are the height restrictions?
 10.1.3 What level of cleanliness is required?

**11.0 Machine Safety** 11.1.1Do you have any specific safety equipment and guarding specifications or preferences?

 **12.0 Specifications and Preferences** 12.1.1Please provide any formal engineering specifications?