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| --- | --- |
| 1.  Name of Company |  |
| 2.  Contact Full Name |   |
| 3. Contact Email |  |
| 4. Contact Phone Number |  |
| 5. Shipping Address  |  |
| 6. Assembly Description |  |
| 7. Assembly Part # |  |
| 8.  Revision Level |  |
| 9.  Quantity/Quantities |  |
| 10. Use | [ ] Production [ ] Prototype |
| 11. Inspection level | [ ] IPC class II [ ] IPC class III [ ] Other, specify: \*\*\* Class III $$$ |
| 12. PCB | [ ] Consignment [ ] Dimation purchased # of boards per array: |
| 13. Components | [ ] Consignment [ ] Dimation purchased ([ ] All [ ] Partial)  |
| 14. Type of Solder | [ ] Lead-free | [ ] Leaded | [ ] Other, specify: |
| 15. Delivery Option | [ ] 1day | [ ] 3days | [ ] 5days |  [ ] 7days [ ] 10+days |
| 16. ITAR/EAR | [ ] Yes | [ ] No |
| 17. Certificate of Conformance | [ ] Yes | [ ] No \*\*\* Impacts Costing by $25.00  |
| 18. First Article Inspection Report (AS9102 FAIR) | [ ] Yes | [ ] No \*\*\* Impacts Costing based upon additional reports |
| 19. Lot Code/Date Code | [ ] Yes | [ ] No \*\*\* Impacts Costing and availability  |
| 20. Number of sides | [ ] Single | [ ] Double  |
| 21. Depanelizing | [ ] Yes | [ ] No |
| 22. Testing required | [ ] Yes | [ ] No \*\*\* Impacts Costing and availability |
| 23. Conformal Coating | [ ] Yes | [ ] No |
| 24. Return residual parts | [ ] Yes | [ ] No \*\*\* We will manage inventory for repeat build  |
| **Please submit the following documents with your request** |
| 1. Excel Bill of Materials - please include manufacturer part numbers & specify parts being supplied |
| 2. Assembly drawings (*and photos if applicable*) |  |
| 3. Gerber files for single PCB and/or arrays, include Fab Notes |  |
| 4. PCB CAD files for programming |  |
| 5. Special Instructions (*if applicable*) |  |
| 6. Test Instructions (*if applicable*) |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Brief Definition of Terms:**

**Items 1 thru 5** – Company and company contact information.

**Item 6 –** Assembly description or common name the assembly is referred to.

**Item 7 –** The assembly part number.

**Item 8 –** The assembly revision letter or number.

**Item 9 –** Quantity or quantities required for this build. In addition to total qty, may specify n qty First Article and n qty On Approval.

**Item 10 –** Use of assembly, select Production if assembly will be sold to an outside entity or Prototype if internal use or new product.

**Item 11 –** IPC Inspection level the assembly is built and inspected to, with Class II usually standard for commercial designs and Class III usually used for aerospace, military and medical. Select Other if J-STD or Space addendum is required.

**Item 12 –** PCB fab, either Consigned by the customer or Dimation purchased. If purchased and arrayed PCBs preferred, specify # boards per array if required.

**Item 13 -** Components, either Consigned by the customer or Dimation purchased. If some components will be supplied by the Customer, please select Partial in addition to Purchased.

**Item 14 –** Type of solder can either Lead-free where we use a SAC305 or SN100 solder, or Leaded where we use a SN63/37 lead solder. Other types of solder and flux can be requested, please specify.

**Item 15 –** Delivery Option is number of days to complete the assembly after receiving the order (ARO) and receiving all materials (ARM).

**Item 16 –** ITAR/EAR is International Traffic in Arms Regulations/Export Administration Regulations which affect manufacturing, sales and distribution of technology, these regulations are applied to many military and aerospace projects and are treated securely within Dimation.

**Item 17 –** Certificate of Conformance states the assembly meets the requirements documented for the assembly.

**Item 18 –** First Article Inspection Report (AS9102 FAIR) documents components and assembly have been verified to meet specifications and requirements from the customer.

**Item 19 –** Lot Code/Date Code of purchased components is usually required for production or critical application assemblies.

**Item 20 –** Number of sides being assembled on the PCB.

**Item 21 –** Depanelizing of arrayed PCBs if known in advance. Some instances PCBAs are required to ship arrayed.

**Item 22 –** Testing. Can be performed using customer supplied equipment, a process is required.

**Item 23 –** Conformal Coating is a coating protecting the PCBA from elements, usually done after the PCBA has been tested and can use several materials including Urethanes, Acrylics or Silicones. Please specify material.

**Item 24 –**Residual Kit can be placed in Consigned Inventory for ongoing or repeat builds. We like that, we can keep track and reload for repeat builds otherwise, we will Return residual parts where any components or PCBs are left over from the build at your request.

Documentation required for a quote and subsequent build include, but not limited to the BOM in Excel format with the line item qty, reference designators, part description, manufacturer, manufacturer part number; Assembly drawings with notes and/or photos if applicable; Gerber files with paste layers and fab notes for single and/or arrayed PCBs; PCB cad files for programming; Special assembly instructions and Test instructions if needed.

If the project is ITAR or EAR the documentation shall be delivered in an encrypted or secure manner. Please submit this checklist with the files to sales@wowcircuits.com