

To accurately and efficiently engineer the cost of a part, it is helpful to have specific information from the customer up-front. Utilizing this design checklist, along with customer prints or design information, can shorten lead time, facilitate consistent planning and pricing of projects, and ensure that the customer's performance and quality expectations are designed into the part. Providing the following information can ensure that the materials selected are well suited and cost effective and that appropriate processes are included.

Part Number and Revision _____

Will this part be part of a set, a kit or a combo? (There are times that parts used on the same piece of equipment can be quoted as a set or a kit and running parts in combination can provide cost savings).

Quantity

Estimated Annual Usage _____ Qtys. to be quoted _____

Total purchase Qty. _____ Release Qty. _____ Blanket time frame _____ months
(Blanket orders can provide cost savings by getting the benefit of a higher volume piece price).

Prototypes needed? Y/N Qty. required _____ Need production tooling for prototypes? Y/N

Environment

What is the end use of the part? _____

Surface the part is applied to? (example: powder coated steel) _____

Smooth/Textured Flat/Curved Specify color of surface (can affect part color) _____

Part is used indoor/outdoor/both (circle one) If outdoor, explain further (full/partial exposure, vertical /horizontal application, etc.) _____

Is part exposed to moisture/chemicals? Y/N If yes, please explain _____

Exposure temp range _____ Application temp range _____

Materials – *DuraTech will use information from this checklist to make appropriate material choices unless customer specifies material requirements on their print.*

Material preference (example: polycarbonate) _____ Thickness _____

Material Color (for pressure sensitive materials) white/clear/bright silver/brushed silver/matte silver

Finish: Gloss/Velvet /Matte Overlamine required Y/N if yes, Thickness _____

Additional required features: Computer Imprintable/Ink Receptive/Destructible/Other _____

Adhesive Y/N Type _____ Thickness _____ Full coverage ___ Selective ___

Additional required adhesive features: Removeable/Repositionable/Tamper Evident/Other _____

UL/CSA Requirements

Does the part require a UL approved construction? Y/N Require a CSA approved construction? Y/N
If yes, please complete the information under the **Environment** section of this checklist.
RoHS compliance? Y/N Reach compliance? Y/N
Does part require FAIR or PPAP? Y/N If yes, what level? _____
Customer spec or Military spec requirements? If yes, please list _____

Tolerances Required - *Tolerance required will affect cutting methods that can be used and may affect tooling costs – customer should be advised to use as broad a tolerance as possible to reduce cost.*

Required cutting tolerance _____

DuraTech standard cutting methods used to hold the following tolerances:

- +/- .005 requires hard tool (may be possible to cut for a few material types)
 - +/- .010 can be held with to cut and for some material types with a steel rule tool
 - +/- .015 can be held with a steel rule tool for materials \leq 20 mil
 - +/- .020 for Gerber digital cutting and steel rule tool for materials 20 mil – 32 mil thickness
 - +/- .030 for sheared parts and steel rule tool for materials > 32 mil
- Graphic to cut tolerance (industry standard is +/- .015) _____

Graphics (Artwork/prints can be emailed to artwork@duratech.com)

Electronic print available Y/N Computer artwork available Y/N

Colors to be printed _____

Standard colors OK? Y/N Custom colors required? Y/N Is color matching critical? Y/N
(Standard colors can save costs – color chips available upon request)

If part is to have a printed texture or anti-glare finish, is it full coverage/selective?

(DuraTech requests a sample to match or gloss level required for printed textures/anti-glare finishes)

Does the part have a printed UL mark? Y/N If yes, UL approval is required to print the mark.

Is copy embossed? Y/N

Will the parts be serialized/have variable copy? Y/N Specify _____

Additional Information

How are the parts to be supplied? Single/Single with tab/Single with split back/Single on carrier/Strip/Sheet/Weeded sheet/Roll/Set of parts in sheet form/Set of parts as individuals (circle one)

If parts are to be supplied on a carrier, is carrier size critical? Y/N

If part has a clear window, supply with a protective mask/slip sheets? _____

Is the part back lit? Y/N If yes, please describe (example: LED lights) _____

Is part applied to a subpanel Y/N If yes, will DuraTech supply the panel? Y/N (print will be required)

Packaging Requirements - DuraTech standard packaging is 100 parts per bundle.

Please specify any special packaging requirements _____
