

Drawing-Based Custom Part RFQ Checklist

WISINE RFQ Preparation Resource

Purpose

This checklist helps buyers prepare drawing-based custom part RFQ details covering drawing files, material grade, tolerances, quantity, finish, certificate needs and application details before quotation review.

Drawings and reference files help support technical review, production feasibility discussion and quotation preparation.

Who Should Use This Checklist

- Buyers preparing custom metal part RFQs
- Procurement teams sourcing drawing-based fasteners or components
- Engineers organizing drawings, tolerances and material requirements
- Project teams preparing CNC, machined, formed or custom hardware inquiries
- Buyers reviewing certificate or inspection requirements for custom parts

Key Information to Prepare

- Drawing or reference file
- Product description and application
- Material grade and standard
- Dimensions, tolerance and critical features
- Surface finish, coating or heat treatment
- Quantity and batch requirements
- Certificate and inspection needs
- Destination and packing requirements

Main Checklist

RFQ Item	What to Prepare / Why It Matters
Product name / type	Helps define whether the inquiry is a machined part, custom fastener, bracket, insert or special component.
Drawing file	PDF, DWG, DXF, STEP or other reference files support geometry and tolerance review.
Drawing revision	Revision number helps avoid reviewing outdated geometry or specifications.
Material grade	Material grade affects sourcing, machining, corrosion review, heat treatment and document requirements.
Applicable standard	Material, product or project standard should be stated where required.
Key dimensions	Dimensions, hole size, thread, thickness, length and width are needed for quotation review.
Tolerance requirement	Tolerances may affect process route, inspection method and cost review.
Critical features	Threads, slots, bends, welds, surfaces or functional areas should be highlighted where required.
Surface finish / coating	Finish may affect process route, inspection, packing and quotation discussion.
Heat treatment	Heat treatment condition should be confirmed if required by drawing or material standard.
Quantity	Quantity helps review sample, prototype, trial order, batch or project supply requirements.
Certificate requirement	MTC, EN10204 3.1 / 3.2 or inspection report needs may affect document review.
Inspection requirement	Dimensional report, PMI or project inspection scope should be stated where required.
Application environment	Corrosion, temperature, load or installation environment may affect technical review.
Packing / labeling	Export packing, part labels or project batch separation should be stated if required.
Destination country	Destination supports packing, document and shipping communication review.

Notes Before Quotation Review

- Drawings should be as complete and current as possible.
- Material grade, tolerance, surface finish and certificate requirements may affect quotation review.
- Sample photos can support communication but should not replace critical drawings where dimensions are required.
- Production feasibility should be reviewed according to drawing, material, quantity and process requirements.
- Material substitution should not be assumed without technical review.

Safe Disclaimer / Engineering Note

This checklist is for RFQ preparation only. It is not engineering approval, manufacturing approval or material substitution approval. Final production feasibility, material selection, certificate scope and quotation details should be confirmed according to drawing, standard, quantity, project documents and application requirements.

RFQ Preparation CTA Text

Prepare these details before sending your RFQ to WISINE for technical and quotation review.