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FOR THE SMOOTH PASSAGE OF YOUR JOB THROUGH OUR SYSTEM, PLEASE CHECK THAT YOU HAVE PROVIDED THE FOLLOWING INFORMATION

- Company, Name Position, Telephone, Fax, Email, Postal Address, Delivery Address
- Purchase order accompanied with Surtek's Order Form
- PCB File, manufacture ready version
- BOM, full and correct version
- Quantity of boards to be produced
- Required date(s) of delivery, and batch size(s)
- Sample if available
- Your supplied parts in a kit, including PCB's & stencil if you are supplying them
- Purchasing request for Surtek to supply PCB's &/or Stencil
- Specify your soldering and washing requirements
- Any special loading instruction
- Any special assembly/integration instructions
- Any special testing instructions
- Serial number or marking requirements
- Conformal coating requirements
- Adequate cable drawings, showing all lengths, sizes and terminations of cables
- Any standards that your product must be manufactured to

PARTS PURCHASING DETAILS

- All component part numbers & package type specified
- SMD or Through Hole specified
- Footprint or Lead pitch specified
- Brand name and manufacturer part number specified if critical
- Preferred supplier and suppliers part number if you have a preferred source
- Any other relevant specifications noted (such as power rating, voltage rating, capacitor dielectric, tolerance, temp rating, etc) - specify minimum requirements
- Cross reference to Farnell part numbers for non critical components
- Specifications to which the PCB's are to be manufactured