

Checklist

Contract manufacturing

With this checklist, we want to provide our customers with a guide to help them submit all the documents we need to process their request quickly and reliably.

Our sales, production, development and purchasing team will respond to your inquiry as quickly as possible. We need as complete a set of production data as possible so that we can make you an offer.

Product / project name		<input type="checkbox"/>
Quantity		<input type="checkbox"/>
Desired staggering in the offer		<input type="checkbox"/>
Delivery date / deadline		<input type="checkbox"/>

The following table contains the required documents and the possible formats for assembly.

Document type	Format	Remark	
Bill of materials (BOM)	Excel, Word, TXT, ODT		<input type="checkbox"/>
Pick and place data*	Excel, Word, TXT, ODT		<input type="checkbox"/>
Assembly plan	Excel, Word, PDF, TXT, ODT		<input type="checkbox"/>
Layout data	Gerber, Eagle, ODB2		<input type="checkbox"/>
PCB material (thickness, PCB material, layer structure, coating)	Excel, Word, PDF, TXT, ODT		<input type="checkbox"/>

* Format of the table: X-position;Y-position;Rotation;Identifier;Part number

z.B. 95.6;85.2;270;C1;GRM188R6YA106MA73D

Layout Detail	
Fiducial pick and place	For automatic pick and place 2 diagonal circles, bare copper, no screen, min. 1mm diameter (ideal 1.5 mm)
Fiducial solder paste	ideally 2 squares, bare copper, no screen, min. 1mm length parallel to the long side outline
Component size	For smaller than 0201 and BGAs components please provide minimum pitch information
Irregular PCB shape	For irregular shapes please advise whether production in square PCB frame or pure shape in additional mount is preferred.

If it is an assembly order, the following table applies.

Document type	Format	Remark	
Assembly parts list (BOM)	Excel, Word, TXT, ODT		<input type="checkbox"/>
Assembly instructions	Excel, Word, PDF, TXT, ODT		<input type="checkbox"/>
Further information on mounting	Excel, Word, PDF, TXT, ODT		<input type="checkbox"/>

Of course, this checklist cannot cover every individual case completely. It is intended to provide a starting point. Please contact us if you have more detailed questions or more complex production orders.