

Procedure Request for Quote P7.2-1 Rev. I

Approved By: Kyle Gibson, Quality Manager

Purpose: To document the process for quoting and planning for production.

Scope: All new quotes.

Authority: The President and Quality Management Rep have the authority to change or modify this procedure.

Reference Documents and Records

- Policy Element 7.2 Customer related processes
- Quality Records Procedure P4.2.4
- Project Manager Assignment Sheet
- Pricing Work Instruction (OFF-004)
- RFQ Master Quote Form
- Quotes
- No Quotes

Change History

Date	Change	Rev	By
06/13/96	Rewrote procedure in it's entirety to reflect current practices.	B	MO
12/10/96	Corrected type errors	C	MO
12/10/96	Revised entirely	D	MO
06/13/96	Rewrote procedure in it's entirety to reflect current practices.	E	MO
10/10/02	Flowcharted the procedure and updated how feasibility is determined.	F	MO
8/27/03	Corrected work instruction reference from OFF-004 to OFF-008.	G	MO
9/27/08	Removed reference to Coil Data Checklist form and work instruction OFF008. Clarified.	H	CW
10/15/2012	Removed coil data checklist from reference documents	I	KG

Request for Quote (RFQ) P7.2-1 Rev I

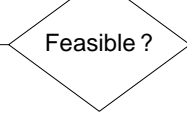
Office Staff

Project Manager

Forward RFQ to appropriate Project Manager . Reference the Assignment Sheet . A print is required for all requests for quote .

All RFQ 's are reviewed for feasibility to current manufacturing processes . Feasibility includes

- a) requirements specified by the customer , including the requirements for delivery and post -delivery activities ,
- b) requirements not stated by the customer but necessary for specified or intended use , where known ,
- c) statutory and regulatory requirements related to the product , and
- d) any additional requirements determined by the organization .
- f) QCI has the processes and capabilities to meet the customer requirements .



RFQ's that are feasible for manufacturing are then quoted in the database . Costs are obtained for materials , labor , equipment and outside services .

If job is not feasible then have the Secretary type a "No Quote " and attach a copy of the No Quote to the RFQ , send a copy to the customer .

When pricing is complete give part number , revision level , order quantity and price to secretary on RFQ Master Quote Form .

Type quote using the RFQ Master Form or standard form from ERP software .

Quotes shall be sent to the customer preferably faxed or emailed and then followed by postal mail .

File according to P 4.2.4

