First contact questionnaire

OTEC FINISHING SERVICES

Customer information:

Company name:

Address:

Contact person:

Department:

E-Mail:

Phone number:

Part to be processed and task to be performed:

Part name:

Material:

***Alloy*:*:**

☐ **1 type of part** ☐ **1 type of part in multiple dimensions** ☐ **Different types of parts (multiple dimensions)**

Size / Dimensions of the part (min. and max.):

Weight of the part (min. and max.):

Manufacturing method: Choose **Choose an item.**

If other, please specify which manufacturing process:

Current finishing process: ☐ None ☐ Manual ☐ Machine (type of machine):

Number of parts (single / daily / weekly /...):

Reason for inquiry: Choose **If other, please specify which :**

Cost of the part, sale price, or other price indication:

Task to be performed:

☐ Deburring	☐ Polishing	☐ Surface smoothing	☐ Droplet removal
☐ Roughing	☐ Edge preparation	☐ Edge rounding	☐ Electropolishing/brightening
☐ Measurement	☐ PVD/DLC, others.	☐ Laser-cladding	☐ Surface characterization
☐ Cleaning requirement	☐ Other		

COMMENTS to highlight about the part(s):

*Alloy is mandatory for EF-process

Characteristics of the parts

Details for sample processing

Shipping address and contact details if different from those above:

☐ **New part** ☐ **Repeat previous work** **Note:**

Number of parts to process:

Condition of the part PRIOR to our processing (surface Rz, Ra, etc.), burr quality, edge rounding, optics, haptics, etc.):

Condition of the part AFTER our processing (surface Rz, Ra, etc.), burr quality, edge rounding, optics, haptics, etc.):

Which area of the part should be processed?

Where to hold or fix the part (if necessary)?:

What is the difference between the samples to be processed and the mass-produced part (if any)?

Other specifications:

Measurement requirement:

Should we protect the parts from corrosion (before transport)? ☐ Yes ☐ No

General notes or more specific information for processing the part: