Customer Order Checklist – Reducing Order Entry Stops

✓	Requirements for your Order
Review Estimate Notes:	
☐	Paint approval required
☐	Tooling and fixture charges and lead times
☐	Any miscellaneous exceptions listed on HUI quote
PO Requirements:	
☐	Each line on the order needs to have a revision level
☐	Delivery dates on PO
☐	Use quantity break specified on pricing supplied by HUI (Do not take a quantity break higher than the order quantity)
☐	Inspection requirements for each line • First Article or Level 1,2, or 3 PPAP Requirements
Engineering Requirements:	
☐	Supply 3D models (File types .stp, .prt, etc.) and prints (File types .pdf, .dwg, .dxf, etc.) for new items: • Remember to include component model and prints for assemblies/weldments • Supply prints/mark ups (File types .pdf, .dwg, .dxf, etc.) for revised items
☐	Provide important contacts for the project • Engineering Contact: _____

Having Problems with Manufacturability Issues?

Please review these blog posts:

- ☐ **Preventing Common Press Brake Mistakes: Bend Radius for Sheet Metal**
  https://www.huimfg.com/press-brake-mistakes-bend-radius/

- ☐ **Sheet Metal Layout Tip: Dimension to Formed View, Not Flat Pattern**
  https://www.huimfg.com/sheet-metal-layout-tip-dimension-formed-view-not-flat-pattern/

- ☐ **Dimensioning for Ease of Manufacturing**
  https://www.huimfg.com/dimensioning-ease-manufacturing/

- ☐ **How to Help Your Manufacturer Create Standard Work Instructions**
  https://www.huimfg.com/manufacturer-standard-work-instructions/

- ☐ **Communicating Surface Finishing Standards to Your Manufacturer**
  https://www.huimfg.com/surface-finishing-standards-manufacturer/

- ☐ **Powder Coat Finish: Aesthetics for Your Industrial Product**
  https://www.huimfg.com/powder-coat-finish-aesthetics-glosses-and-textures-for-your-industrial-product/