NOVATRONIC PCB

DOWNLOADABLE DOCUMENT 01

PCB QUOTATION CHECKLIST

Ensure Accurate, Comparable and Complete PCB Quotes

PURPOSE

Use this checklist to ensure every PCB quotation request includes all necessary information for accurate pricing, technical feasibility review, and reliable lead times. Incomplete information often leads to missing costs, delays and avoidable design changes.

HOW TO USE

- Complete all sections before sending an RFQ.
- Attach drawings and all supporting files.
- Request written confirmation of compliance.
- Use the same checklist for all suppliers.

SECTION	ITEM		DETAILS / WHAT TO PROVIDE	INCLUDED
1 PROJECT INFORMATION	1.1	Project / Part Name	Provide project name, board name and revision.	☐
	1.2	Quantity / Annual Volume	Prototype, pilot, or production quantities (per build and annual forecast).	☐
	1.3	Required Delivery	Required in-hand date or delivery schedule.	☐
	1.4	Destination	Ship-to location and Incoterms (e.g., EXW, FOB, DDP).	☐
	1.5	Contact Details	Technical contact and purchasing contact with email and phone.	☐
2 TECHNICAL REQUIREMENTS	2.1	Board Type	Rigid / Flexible / Rigid-Flex / HDI / Aluminum / Other.	☐
	2.2	Layer Count	Total layers (signal, plane and copper layers).	☐
	2.3	Board Dimensions	Finished board size (X × Y) and panel size (if known).	☐
	2.4	Board Thickness	Finished thickness and tolerance.	☐
	2.5	Copper Weight(s)	Outer and inner copper weights (e.g., 1 oz / 1 oz).	☐
	2.6	Min Track / Space	Minimum line width / spacing (inner and outer layers).	☐
	2.7	Drill Sizes	Finished hole sizes (min / max) and tolerances for PTH and NPTH.	☐
	2.8	Aspect Ratio	Maximum aspect ratio (hole depth : finished hole diameter).	☐
	2.9	Via Types	PTH, NPTH, Blind, Buried, Stacked, Staggered, Via-in-Pad, Microvias.	☐
	2.10	Controlled Impedance	Impedance type (Single-ended / Differential), target value (Ω), tolerance, layer(s) and reference plane.	☐
	2.11	Stack-up	Full stack-up table with materials, thicknesses and copper weights.	☐
3 MATERIALS	3.1	Base Material	Material family / grade / Tg (e.g., FR-4 / High Tg FR-4 / Megtron 6).	☐
	3.2	Dielectric Requirements	Dk / Df (if critical) and source reference (if any).	☐
	3.3	IPC Class	IPC Class 2 / Class 3 (or other standard).	☐
	3.4	Halogen Free	Halogen-free required? Yes / No.	☐
	3.5	RoHS / REACH	RoHS compliant and REACH compliant required? Yes / No.	☐
4 FINISHES AND FEATURES	4.1	Surface Finish	ENIG / ENEPIG / HASL (lead-free) / OSP / Immersion Silver / Immersion Tin.	☐
	4.2	Solder Mask	Color (top / bottom), type and thickness.	☐
	4.3	Silkscreen	Color (top / bottom) and legend requirements.	☐
	4.4	Edge Finish	Routing / V-scoring / Bevel / Castellated / Plated / Other.	☐
	4.5	Gold Fingers / Plating	Thickness and area (if applicable).	☐
	4.6	Special Requirements	Buried components, cavities, backdrilling, press-fit, impedance coupons, etc.	☐
5 TESTING AND RELIABILITY	5.1	Electrical Test	100% E-test required? Flying probe? Hi-pot / Isolation test?	☐
	5.2	Impedance Test	Impedance test required? Coupon required? Report format?	☐
	5.3	Microsection	Microsection required? Locations or types?	☐
	5.4	Reliability / Other	Thermal stress, CAF, peel strength, etc. (if required).	☐
6 DOCUMENTATION AND FILES	6.1	Drawings	Gerber / ODB++ / IPC-2581 and Drill files.	☐
	6.2	Stack-up File	Stack-up table (PDF / Excel / CAD format).	☐
	6.3	Assembly Drawing	Top / Bottom assembly drawing (if any).	☐
	6.4	Special Instructions	Fabrication notes, tolerance requirements, handling, packing, labels.	☐

SUPPLIER TO CONFIRM

- ✓ Technical feasibility
- ✓ Any deviations / risks
- ✓ Quote validity period
- ✓ Lead time
- ✓ Payment terms
- ✓ Warranty / Quality assurance

Supplier Signature: _____

Date: _____

QUOTE SUMMARY (SUPPLIER TO COMPLETE)

Unit Price (Excl. Tax): _____

Total Price (Excl. Tax): _____

Currency: _____

Lead Time: _____

Incoterms: _____

Quote Validity: _____

REQUESTED BY (CUSTOMER)

Name: _____

Company: _____

Email: _____

Phone: _____

Date Sent: _____

Tip: The more complete your information, the more accurate and comparable your quotes will be.