



**This document is intended to outline the full scope of work for your project with Leading Edge Fabrication Inc.**

**PLEASE NOTE:** We do not accept any work instructions outside of this document, although email and phone calls to help or clarify are encouraged. Incomplete information will lead to increased lead-time and administration costs. **ALL CHANGES** to your scope of work must be added to your copy of the original form, dated and re-sent to us by email under the subject header **"CHANGE ORDER."** Once the order acknowledgment has been received and accepted, no other changes can be made.

**KNIFEMAKER RFQ/ORDER FORM**

Date: \_\_\_\_\_ RFQ / Order #: \_\_\_\_\_  
Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City and St: \_\_\_\_\_  
Mobile Phone No: \_\_\_\_\_

Will you accept text messages to answer quick questions during work in process?  YES  NO

Email address: \_\_\_\_\_

**METHOD OF PAYMENT:**  VISA  MC  PAYPAL  CHECK  CASH

**TYPE OF PROJECT**

List your project type and design data. If you are providing CAD files supply us with the waterjet files that represent what you want us to cut. All files should be named accordingly and include supporting description as to quantity, material etc. If you send finish files make sure it's noted that changes are necessary for the waterjet operation. In your CAD file include a "1 x 1" square next to your details for us to use to verify scale of your export data. Please include detailed drawings if LEFI is responsible for any secondary machining.

1)  Folder or  Fixed Blade or  Mix of Misc Details

2) **Design aspect** - What are you providing us to start your project with?

LEFI to create CAD designs based on customer-supplied templates and/or working samples.

LEFI to review and/or edit customer provided CAD data and process order according to instructions.

3) **Cutting your order**

Waterjet cut details to customer supplied and approved CAD data – as received.

Cut and ship prototype parts to customer for review prior to cutting complete order.

Use customer approved design or CAD data - repeat order

## DETAILED WORK INSTRUCTIONS

*It is critical to the success of your project that you address this section as clearly and concisely as possible.*

**PLEASE NOTE THAT ANY CHANGES** to your order must be added to your form and re-sent via email with **"CHANGE ORDER"** in the subject line. We encourage direct dialogue regarding your project **but** \*all verbal discussions must be followed up by the customer with written instructions to guarantee the accuracy of your order. Clear, concise, documented instruction, along with good CAD files, drawings and/or sketches are the key to "Process Control."

### ORDERS MUST INCLUDE THIS AS A MINIMUM:

- File names – Waterjet files only – assembly files if secondary machining is required.
- Quantities of each design / detail?
- Material type, thicknesses range – oversize stock or precision ground?
- Inspection requirements? Identify key features and dimensions for inspection purposes
- Delivery target date.
- Special work instructions – leave clean up stock, holes undersize, etc?

## DETAILED DESCRIPTION OF MATERIAL BY THE PART

*A detailed description of material for each component is required, including who is providing the material.*

*Also, if you are providing material, include size and thickness, if known. Please be aware smaller bits and pieces are more costly to process than cutting best yield from larger sheets. If an item is not required check "NA"*

Fixed Blade Raw Material: \_\_\_\_\_

Folder Raw Material: \_\_\_\_\_

Presentation Handle – "A" side: \_\_\_\_\_

Lock Side Handle – "B" side: \_\_\_\_\_

Blade: \_\_\_\_\_

Pocket Clip: \_\_\_\_\_

Back Spacer: \_\_\_\_\_

Bolsters: \_\_\_\_\_

## ADDITIONAL MACHINING REQUIREMENTS

Provide a list and detailed drawings for secondary machining requirements; see Sec. 3.4-3.8 of Things to Consider for Waterjet Orders

## SHIPPING & INSURANCE

USPS     UPS

Please specify insurance value, if none needed please write NA: \_\_\_\_\_

*We ship by USPS unless you specify that you want another carrier. Our prices include packaging and shipping.*