



Phone: 814-763-2915

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**Special Tool Design Information Checklist**

Email: specialtoolrfq@greenleafcorporation.com

Contact Information				
Customer Number			Date	
Company Name			Sales Rep	
Customer Phone			Sales Rep #	
Address			Cust. Email	
City			Cust. Fax	
State	Zip Code		Engineering Use	
Quote Contact			New Quote #	
New Customer	Yes	No	Is quotation strategic to business?	Yes No

If yes, fill in section at bottom of form and cc: Manager when submitting RFQ.

Competitor's Name:		
Competitive Price Target:		
Customer Expected Quote Delivery Time:	Days:	
Customer Expected Tool Delivery Time:	Weeks:	

Describe current problems with customer existing tooling/describe application:

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Describe what is needed for this RFQ:

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Operation Information:	
Specify Operation:	<input type="checkbox"/> Milling <input type="checkbox"/> Turning <input type="checkbox"/> Boring <input type="checkbox"/> Other
Hand of Tool:	<input type="checkbox"/> Right Hand <input type="checkbox"/> Left Hand <input type="checkbox"/> Neutral
Data Carrier on Tool:	<input type="checkbox"/> Yes <input type="checkbox"/> No         Type: _____

Type of Machine:	_____
Condition:	<input type="checkbox"/> New <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Tool Mounting/Size Specifications:	
Diameter and Style of round shank:	_____
Mounting Bore and Drive key size:	_____
Dimension, Square shank, Other:	_____

Tool Coolant Information:	
<input type="checkbox"/> No Coolant	<input type="checkbox"/> Directional Coolant
<input type="checkbox"/> Low Pressure Coolant	<input type="checkbox"/> Replaceable Orifice Size
<input type="checkbox"/> High Pressure Coolant	Add'l Info. (Brand, Orifice Size, etc.)

Metric Tooling:	
<input type="checkbox"/> Full Metric (shank dimensions and components)	
<input type="checkbox"/> Soft Metric (shank dimensions only)	

Part Information:	
Part files attached in .STP, X_T, .DXF or .IGS format	Part Material: _____
Process sheets attached	Part Hardness: _____
Pictures of parts and fixtures	
Dimensional drawings of part with areas to be machined attached	

Quote Type Needed:	
<input type="checkbox"/> Description quote with price and delivery only	<input type="checkbox"/> Full Quote drawing supplied with price and delivery

Quote Quantities:			
Tooling	Adapter		
Tooling: Estimated Future Sales: # of Units			
Inserts	Grade	Edge Prep	
Inserts: Estimated Annual Usage			

If Reverse Engineering An Insert:	
Existing Insert nomenclature:	_____
Is Sample Included	RMA # _____

RMA Number for Tool/r	_____
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Strategic Project Additional Information:	
_____	