

S&D MATERIALS, LLC

OPTICAL MATERIALS & SEMICONDUCTOR SOLUTIONS

REQUEST FOR QUOTE (RFQ) GUIDELINES

We try to provide quotations and proposals as quickly as possible after receiving an inquiry or formal RFQ from a current or prospective customer. Receiving more information initially allows us to minimize the time needed to turn quotations around; please include as much of the below data as you are able.

- Drawings are always preferred for quoting, and required for producing custom parts
- Explaining a product's application may allow us to offer cost saving processing options
- Include tolerances on dimensions, angles, etc. If no tolerance is specified, we will quote default values
- Advise if any dimensions or specification values have flexibility
- Include finish detail on all surfaces
- For crystalline materials, specify crystal orientation and tolerance
- Advise quantities to be quoted immediately, long term volume potential
- Please include how quickly you need a quotation, and if there is an initial delivery deadline

NDA – For any customers requiring one executed prior to sharing proprietary information, the attached Non-Disclosure Agreement (NDA) is available [here](#) for use either as-is or customized as needed. If prospective customers wish to use their own company NDA instead, please forward it when appropriate.

TOOL DOWN RFQ

- Please advise your Sales Representative of any current or potential 'tool down' situation immediately!