

PCB RFQ Preparation Checklist

Essential quotation preparation checklist for PCB fabrication and SMT assembly projects.

Why Incomplete RFQ Packages Still Cause PCB Quotation Delays?

Even when PCB files are prepared successfully, quotation delays and manufacturing misunderstandings can still occur due to missing BOM revisions, undefined PCB quantities, incomplete stackup information, or missing assembly documentation.



Critical PCB RFQ Preparation Points

RFQ Requirement	What to Verify	Real Manufacturing Risk
Gerber Files	latest fabrication data	CAM processing delay
BOM Revision	approved sourcing version	quotation mismatch
Pick & Place Data	centroid rotation accuracy	SMT placement error
PCB Quantity	prototype / production volume	inaccurate pricing
Stackup Notes	layer structure definition	impedance issue
Assembly Drawing	polarity & orientation marks	assembly confusion
Surface Finish	HASL / ENIG specification	process mismatch
Testing Requirements	ICT / FCT / AOI requests	incomplete quotation

Most Overlooked PCB RFQ Errors

Common RFQ Oversight	Actual Production Consequence
Missing Pick & Place file	SMT programming delay
Outdated BOM revision	sourcing inconsistency
Undefined panel quantity	inaccurate quotation
No stackup information	manufacturing clarification
Missing assembly notes	polarity mistakes
Undefined testing request	incomplete QA planning

Before Sending RFQ Files to Your PCB Manufacturer

- ✓ Verify Gerber file revision consistency
- ✓ Confirm BOM manufacturer part numbers
- ✓ Validate centroid rotation accuracy
- ✓ Define PCB quantity and lead time
- ✓ Confirm stackup requirements
- ✓ Review assembly polarity indicators
- ✓ Include testing and inspection requirements

Recommended Manufacturing Preparation Resources

- [SMT Factory Audit Checklist](#)
- [PCB BOM Submission Guide](#)
- [PCB Gerber Submission Checklist](#)
- [PCB Silkscreen DFM Checklist](#)

Common PCB RFQ Mistakes

Small quotation mistakes can cause real PCB manufacturing delays

RFQ Mistake	Business Impact
✗ Missing BOM	⚠ sourcing delay
✗ No stackup notes	⚠ impedance risk
✗ Undefined quantity	⚠ inaccurate pricing
✗ Outdated Gerber	⚠ fabrication revision
✗ Missing assembly notes	⚠ SMT misunderstanding



Manufacturing Tip

Always verify BOM revisions, Gerber versions, stackup notes, and assembly requirements before requesting PCB assembly quotations.

www.unitcircuits.com