PGT ELECTRONICS LTD

Quote checklist

Gather these before you send an enquiry. Send what you have and we will ask for the rest.

Needed for a quote

- [ ] **What the unit is and what it does**
  A short description, for example a junction box and what goes in and out of it.
- [ ] **Quantity**
  How many for the first build, and roughly how many repeats to expect.
- [ ] **Bill of materials**
  A spreadsheet with part numbers, descriptions and quantity per unit. Name manufacturers if specific.
- [ ] **Drawings or assembly instructions**
  PDF or CAD export: assembly drawing, wiring diagram, panel layout, labelling.
- [ ] **Components**
  Say whether you plan to supply them.

Add these if they apply

- [ ] **Cable and wiring details**
  Wire sizes and colours, lengths, connector and crimp types, pin-out tables.
- [ ] **Software or firmware**
  The file, its version and how it is loaded, plus any test software.
- [ ] **Test requirements**
  The test procedure, pass and fail limits, and any equipment the test needs.
- [ ] **Standards**
  Any workmanship or compliance standard the unit must meet.
- [ ] **Serial numbering or labelling**
  The number format and where the label goes, if you have one in mind.
- [ ] **NDA**
  If you need one in place before sharing drawings or software.

Send with your enquiry

- [ ] **Your name, company and how to reach you**
  The best email address and phone number.
- [ ] **Delivery address and packing needs**
  Where the units go and any special packing.
- [ ] **Target date**
  When you need the first units.

File tips. Send drawings as PDFs and the bill of materials as a spreadsheet. Name files clearly, for example ProductName-BOM-revB.xlsx. For large files, send a download link instead of attaching them.