RFQ Sample Email

**INSTRUCTIONS:** Customize the highlighted portions to match your project:

Dear XXX,

As we discussed, please provide a quote for <company name> based on the following subassemblies required for the <Product Name>.  Note that this is a <medical device that will require DHR documentation per FDA 820.184>.  The eventual expectation is that this will be a turn-key procurement with some guided supplier selection for injection molded parts.  Files include the BOM, EE files, ME files, and Process Assembly Instructions. They can be found at this link: <file location, Box site, SharePoint, etc.> Please include in the quote the in-line testing and labeling as noted in the Process Assembly document.  Note that FW flash will only be needed for prototype builds.

Feel free to quote any value-added services that would be of interest to the project.  This design is expected to go through two more iterations before going into production.

Please provide DFM feedback for PCBAs as soon as possible in case a new revision is needed.  The quote can follow the DFM feedback

<Parts consigned if any>

Please provide a costed mechanical BOM based on the reference BOM supplied.

Prototyping quantity (sets): XXX

Production annual quantity (sets): XXX, XXXX, XXXXX

Best regards,