



ENGINEERING RESOURCE

PCBA RFQ Package Checklist

A practical, printable checklist for preparing fabrication, assembly, BOM, test, quality, commercial, and delivery information before requesting a quote.

Use this resource to:

- ☐ Reduce quotation assumptions and clarification loops
- ☐ Separate required files from helpful supporting data
- ☐ Make BOM sourcing and substitution rules explicit
- ☐ Define test coverage, records, NRE, and fixture ownership
- ☐ Align quantities, delivery terms, packaging, and revision control

Quick readiness score	Your check
All required fabrication and assembly files use one frozen revision.	☐
Every BOM line has a usable manufacturer part number or controlled sourcing rule.	☐
Inspection, programming, and test scope have clear pass/fail expectations.	☐
Quantity breaks, target schedule, delivery location, and Incoterms are stated.	☐
Packaging, labels, traceability, and documentation expectations are stated.	☐

Prepared by: PCBA PARTNER Manufacturing Engineering
Legal operator: Dongguan Hepin Electronic Technology Co., Ltd.
Web resource: pcbapartner.com/blog-static/pcb-assembly-quote-package-checklist.html

1. Core RFQ package

Use one controlled folder or archive. Put the project name and revision in the folder name, and include a short readme when files have different release dates.

Item	Priority	What to include	Why it matters
Gerber or ODB++	Required	All copper, mask, legend, paste, profile, and drill data. Add fab notes.	Defines the bare PCB and avoids layer or drill assumptions.
BOM	Required	MPN, manufacturer, reference designators, quantity, package, alternates, sourcing rules.	Controls material cost, availability, substitution, and counterfeit risk.
Centroid / XY	Required for SMT	Reference, X, Y, rotation, side, and consistent units/origin.	Supports placement programming and polarity checks.
Assembly drawings	Required	Top/bottom views, polarity, DNP, special handling, hardware, and revision.	Communicates manufacturing intent not visible in Gerber data.
PCB specification	Required	Stack-up, material, thickness, copper, finish, impedance, color, panel needs.	Prevents an incomplete fabrication quote.
Test specification	Required if tested	Method, fixture, firmware, interfaces, steps, limits, logs, and sample rate.	Defines NRE, cycle time, coverage, and acceptance.
Programming files	If applicable	Binary/version, device, tool, connector, security, serialization, verify method.	Avoids delays and version ambiguity at final test.
Mechanical package	If applicable	STEP, enclosure, cable/harness, torque, adhesives, labels, and packaging.	Needed for box build, fit, routing, and finished-unit delivery.
Reference samples	Helpful	Known-good unit, photos, golden board data, or previous acceptance report.	Speeds first article comparison and functional verification.

Revision gate

All released files should identify the same assembly revision. If an ECO is open, list the affected files, decision owner, and expected release date.

2. BOM, sourcing, test, and quality

BOM and sourcing	Inspection and test
☐ Every fitted line has a full manufacturer part number ☐ Reference designators match the assembly drawing ☐ DNP and DNI lines are clearly separated ☐ No-substitute parts are explicitly marked ☐ Approved alternates show qualification status ☐ Customer-supplied or consigned parts are identified ☐ Date-code, lifecycle, and traceability needs are stated ☐ Excess-material ownership and storage are agreed	☐ IPC class and workmanship standard are stated ☐ SPI, AOI, X-ray, visual, ICT, or flying probe scope is defined ☐ FCT steps and pass/fail limits are controlled ☐ Firmware version and programming verification are defined ☐ Fixture ownership and maintenance are agreed ☐ Calibration or burn-in requirements are stated ☐ Serial number and test-log linkage is defined ☐ Failure handling, repair, and retest rules are agreed

3. Commercial and delivery assumptions

Define	Information to provide	Risk if omitted
Quantity	Prototype quantity, quantity breaks, forecast, and expected repeat frequency.	Incorrect setup, material, and unit-cost allocation.
Schedule	Required ship date, project gate, approved partial shipment, and material constraints.	A quoted lead time may not match the real project milestone.
Delivery	Destination, Incoterms, courier preference, export documents, and declared-value rules.	Freight, customs, and handoff assumptions remain unclear.
Packaging	ESD, moisture barrier, trays, labels, carton rules, retail packaging, and fragile-item protection.	Finished assemblies can pass test but fail in transport.
Quality records	COC/COA, first article, inspection, reflow, X-ray, test, serial, and lot records.	The supplier may not price or retain the required evidence.
Commercial	Currency, tax, payment terms, tooling/NRE treatment, validity, and NDA needs.	The headline unit price may not be comparable between quotes.

4. RFQ submission cover sheet

Complete this page or include the same information in your RFQ email.

Company / team		Project name	
Contact		Email	
Assembly revision		PCB revision	
Prototype quantity		Quantity breaks	
Required ship date		Delivery country	
Preferred Incoterm		NDA required	☐ Yes ☐ No

Scope summary

☐ PCB fabrication	☐ SMT assembly	☐ THT / hand solder
☐ Component sourcing	☐ Consigned / kitted	☐ Programming
☐ ICT / flying probe	☐ Functional test	☐ Conformal coating
☐ Cable / harness	☐ Box build	☐ Export packaging

Open questions and controlled assumptions

Release gate	Owner / date
☐ Manufacturing files frozen and mutually consistent	
☐ BOM alternates and no-substitute parts reviewed	
☐ Test coverage and pass/fail criteria approved	
☐ Delivery, packaging, and documentation assumptions agreed	

Ready for review?

Send Gerber/ODB++, BOM, centroid, assembly drawings, quantity breaks, test requirements, and delivery assumptions. Mark missing items instead of leaving them ambiguous.

Website: pcbapartner.com RFQ: pcbapartner.com — [Get a Quote](#)