



## INFORMATION SHEET – ENQUIRIES & ORDERS

For more information contact [sales@mpeastern.co.uk](mailto:sales@mpeastern.co.uk) Tel No: 01502 573047

The more information you can provide to a supplier at both the enquiry and order stage will reduce the chances of your requirements being misinterpreted.

If possible refer to a published specification, these specifications will most likely list the information to be supplied with an order to enable your supplier to process your work.

We would recommend that as a minimum the following information should be supplied;

- The specification reference and where relevant the coating grade/thickness as appropriate.
- The grade and condition (temper, part hardness etc.) of the material that the parts are manufactured from.
- The significant surfaces and any areas to be used for measurement.
- Any areas that must not be used as contact points for jiggling during processed, alternatively areas that can be used.
- Any supplementary treatments that may be required, such as stress relieving before processing, post process baking for the relief of hydrogen embrittlement and supplementary coatings such as oils.
- Any special inspection requirements, often certain inspection and test requirements are not required to be carried out on a part or batch basis. If you need specific tests carried out per batch or per part then let us know in the enquiry or on the order, for example provide details of sampling methods, acceptance plans, standards for the functional requirements and visual appearance of the parts. Please note that certain periodic testing or special part or batch testing is chargeable.
- Any special handling or packing requirements.

We appreciate that often sub-contractors manufacturing to drawings will not always have this information available. We can and do process work without all of this information, often it a case of what is appropriate for the job in hand, just contact us for advice.