

WETOP ACRYLIC LASER CUTTING RFQ WORKSHEET

MOQ 100 / DESIGN
PAID SAMPLE 3-5 DAYS
PRODUCTION 15-20 DAYS

1 Buyer and project

COMPANY

Company / brand

PROJECT / PO REFERENCE

Internal reference

CONTACT

Name and email

DESTINATION

City, country, postal code

2 Controlled files

Attach the vector file and one dimensioned reference

☐ DXF ☐ AI ☐ Vector PDF ☐ Dimensioned PDF

CONTROLLING REVISION

File name and revision

☐ Artwork / engraving file

UNITS AND SCALE

mm / inch; 1:1 or noted scale

3 Material and appearance

NAMED PMMA GRADE

Producer / SKU if specified

COLOR / FINISH

Clear, tint, frosted, mirrored...

THICKNESS

Nominal and acceptable range

VISIBLE SURFACES

Face A / Face B / edges

☐ Process edge sample required ☐ Protective film retained

☐ Secondary polish quoted

4 Geometry and acceptance

CRITICAL DIMENSIONS

Mark limits and datum on drawing

SLOTS / HOLES / WINDOWS

Identify fit-critical features

MATING PART

Attach sample or controlling dimensions

INSPECTION EVIDENCE

Gauge, report, photos or sample match

☐ Fit check ☐ Edge appearance ☐ Print registration ☐ Packout approval

5 Quantity, finishing and packing

QUANTITY PER DESIGN

100 / 250 / 500 / other

DESIGN COUNT

Separate profiles / revisions

SECONDARY OPERATIONS

Print, engrave, bend, bond, assemble

PACKING AND LABELS

Kit, bag, film, barcode, carton

☐ FOB Shenzhen ☐ DDP comparison ☐ NDA before file release ☐ Paid sample

APPROVAL GATE

Sample fees are paid separately and never credited. Production starts only after written file, material, sample and payment approval. State any open requirement instead of leaving it implied.