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QUOTATION PROCESS PRELIMINARY DESIGN

For custom enclosures, no quotation could be developed without consideration of the product's design and its impact on cost including both design and manufacturing time. As such, during the quotation phase we develop the conceptual design of the enclosure with the expectation that that model will carry through to the project's completion.

The primary design topics and features that are addressed during the quotation include:

- 1) Enclosure basic style (ie: u-channel, removable base)
- 2) Physical size of the unit (L x W x H)
- 3) Plastic material designation (type, thickness, color, texture)
- 4) Component selection (ie: standoffs, inserts, foot pads, etc.)
- 5) Cutout requirements (ie: displays, connectors)
- 6) Shielding requirements
- 7) Decorating requirements (ie; silk screening, engraving)
- 8) Painting requirements
- 9) Windows, doors, and other access requirements
- 10) Special features or functionality

Once the above information is understood, a written formal quotation is submitted to the customer. If the customer makes changes to the product based on our quotation, we will revisit the quote and resubmit a revised estimate, accordingly. It is our standard policy that we do not undertake projects that have not been properly quoted in writing to the customer, even if the pricing or delivery is "to Be Determined." For those rare customers who do not require a written quote, we will still submit a written estimate before accepting a P.O. or payment on the project.

If during design development or any other project phase, the basic design data changes, then the product may need to be re-quoted. At that time, the changes along with the effect on cost and delivery will be discussed with the customer prior to implementation.

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