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QUOTATION PROCESS OVERVIEW

At PEI, we view the Quotation Phase of a project as a joint engineering and sales activity whereby the basic design of the enclosure is conceived so that pricing and leadtimes can be presented. During the quotation process we are concerned with both the technical and administrative side of our business such that we strive to understand what the customer wants and needs while at the same time providing a basic understanding of who we are, what we do, and how their particular project will be designed and manufactured.

Quotation Timing

When a company submits a Request for Quotation (RFQ) to PEI, we acknowledge via fax or e-mail receipt of the request and a projected date that the quotation will be submitted. Unfortunately, due to possible transmission errors or associated technical problems, either the RFQ or our quotation submission may not have been received. Therefore, if an Acknowledgement has not arrived within 24 hours, our customers are urged to contact us to verify that we received the initial RFQ.

Quotation Content

Once the quotation has been developed, we will submit a written quotation via fax or e-mail for the project covering the two primary issues of pricing and leadtimes. Among the specific information that will be included on the quotation will be:

- 1) Design and Engineering costs (NRE)
- 2) Leadtime for presenting assembly drawings
- 3) Prototype price
- 4) Leadtime for delivering prototype part(s)
- 5) Production quantity prices at various purchase quantities
- 6) Leadtime for initial production run quantity
- 7) Plastic material identification
- 8) Shielding requirements
- 9) Decorating (silk screening) requirements

Disclaimer

Finally, it should be noted that estimating is not an exact science and all data presented are subject to change, as needed. As a project evolves, there may be additions, deletions, or modifications to the design or function of the product that would impact the initial quotation and/or delivery schedule. At PEI, we will do everything possible to keep a project on target and, when changes are needed, communicate deviations, accordingly. However, under no circumstances do we guarantee delivery schedules or prices and we reserve the right to modify any such data as the situation requires.

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