

# New Part Requirements

Date..... Request # ..... Request Send Date.....  
New part Requested by..... Designation ..... Department .....  
Required for .....  
.....  
Part Name..... Application description.....  
Part requirements.....  
.....

## Part Description:

Part Dimensions..... Size.....  
Specification & Standards.....  
Acceptable Tolerances..... Feasibility..... Reviews requirements.....  
Required materials for parts / Base Materials .....  
.....  
Quality Requirements .....  
.....  
Packaging Requirements .....  
.....

## Parts – other Requirements

- .....
- .....
- .....
- .....
- .....

## General Information

<u>Shipping Address</u>	<u>Billing Address</u>
.....	.....
.....	.....
.....	.....
.....	.....

Quality Manager Sign..... Date..... Production Manager Sign..... Date.....  
Procurement Manager Sign ..... Date..... Request Received on Date.....