

CAD and Drawing Quote-Readiness Checklist

Review file evidence before geometry becomes a commercial assumption

PROJECT / RFQ	CUSTOMER	REVIEWER	DATE

How to use: confirm the controlling evidence, record exceptions in the response column, assign an owner, then preserve the reviewed copy with the quote record. Example entries are illustrative and must be replaced.

File control

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Every file listed by name and type		
☐	Revision and issue date visible		
☐	Controlling source identified		
☐	Model and drawing conflicts recorded		

Manufacturing information

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Units and scale confirmed		
☐	Material and stock form stated		
☐	Critical dimensions and tolerances reviewed		
☐	Threads, welds, finish, and inspection identified		

Commercial readiness

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Quantity and delivery basis confirmed		
☐	Unsupported file information requested		

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
[]	Provisional bases approved and visible		
[]	Clarification owner and due date recorded		

Worked example

Example conflict: STEP model filename indicates Rev B while the PDF title block indicates Rev C.

Action: hold affected pricing and request confirmation of the controlling source.

Do not infer control from the newest file timestamp alone.

Review decision

DECISION	REQUIRED ACTION / CONDITION	APPROVER / DATE
Proceed / Clarify / Hold / Decline		

Method and limitations

Kwantflow prepared this resource as a practical, estimator-led workflow aid. It does not determine legal obligations, engineering adequacy, manufacturability, contract risk, tax treatment, production instructions, or the correct commercial decision. Preserve source evidence and record accountable human review.