



Complete all available information. Items not yet known will be determined during technical review.

01 Request details

Requester name and position

Company / organization

Request date

Telephone and email

02 Required process

Technical review required

Cut-to-length / transverse coil cutting

Slitting / longitudinal coil cutting

03 Material and master-coil specifications

Grade or declared standard

Sheet material

Thickness (mm)

Coating type / condition

Master-coil weight (kg)

Master-coil width (mm)

Master-coil outer diameter (mm)

Master-coil inner diameter (mm)

Surface, coating and visible damage condition

**04 Output dimensions and form**

Sheet lengths and quantity of each length

Output strip widths and quantity of each width

Total order quantity

Target output-coil inner diameter / weight

05 Tolerances and quality-control criteria

Length tolerance

Width tolerance

Flatness, squareness or geometric criterion

Acceptable burr limit / edge condition

Surface, coating and appearance requirements

06 Packaging, delivery and documents

Required delivery time and location

Packaging and securing method

Coil / label photo attached

Drawing or dimension table attached

Sample or initial approval required

Additional notes and part / product application

Before sending

Recheck dimensions, units, output quantities, tolerances and packaging method.