

Pre-Order checklist for Kitted Orders

This checklist will help ensure that we have everything we need to accurately build your boards.

Always include your order number (PO ####) when emailing us or when shipping your parts to us.

<input type="checkbox"/>	Complete and submit your order to sales@reycomp.com
<input type="checkbox"/>	If there are any part locations on the PC board that you don't want populated, mark the BOM line item as "NM", and highlight the reference designators in the BOM in RED
<input type="checkbox"/>	If you have any special instructions, include the instructions, assembly drawings or photographs in your manufacturing files set
<input type="checkbox"/>	Email your manufacturing files while ordering to sales@reycomp.com
<input type="checkbox"/>	Label your component packages with the same part number used in your BOM
<input type="checkbox"/>	<p>Include the proper amount of extra parts</p> <ul style="list-style-type: none"> • For Prototype orders <ul style="list-style-type: none"> ○ For SMT parts larger than 0402, send 5% extra (no less than 5) ○ For 0402 parts, include 50% extra parts ○ For ICs, QFPs and BGAs, please send 1 or 2 extra per order • For Production orders <ul style="list-style-type: none"> ○ For SMT parts larger than 0402, send 10% extra (no less than 10) ○ For 0402 parts, include 50% extra parts ○ For ICs, QFPs and BGAs, please send 1 or 2 extra per order
<input type="checkbox"/>	<p>Use the correct parts packaging for the service you ordered</p> <ul style="list-style-type: none"> • For Prototype orders <ul style="list-style-type: none"> ○ SMT parts on cut or continuous tape, full or partial reels, tubes, or trays ○ Thru-hole parts in bulk or on tape • For Production orders <ul style="list-style-type: none"> ○ SMT parts in continuous tape, 12" or longer, full or partial reels, tubes, or trays ○ Thru-hole parts in bulk or on tape
<input type="checkbox"/>	Panelize your PC boards if they are smaller than 16 square inches, or if that are not rectangular in shape
<input type="checkbox"/>	If you have changed anything since placing your order, contact your customer service rep right away and email updated manufacturing files to sales@reycomp.com
<input type="checkbox"/>	If you will have a supplier drop-ship your parts or PCBs, make sure they put your order number (PO ####) on the outside of the box.
<input type="checkbox"/>	If your parts and / or PC boards are coming from more than one location, let your customer service rep know where each shipment is coming from

Once your order has been placed, please label your package(s) as follows:

REYcomp Inc.

Order: PO ####

2525 Dalworth St

Grand Prairie, TX 75050