

BACHMAN MACHINE COMPANY GENERAL INSTRUCTIONS	PREPARED BY: TOOL ROOM MGR.	DATE: 06/04/03	PAGE 1 OF 2
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TITLE: PROCEDURE FOR REVIEW OF QUOTE ON CUSTOMER PRINT			

1.0 PURPOSE

The purpose of this instruction is to describe the methods used review quotes.

2.0 SCOPE

This instruction applies to a quote review in the tool room.

3.0 RESPONSIBILITY

The Tool Room Manager will be responsible for the adherence to this instruction.

4.0 DEFINITIONS

N/A

5.0 REFERENCE DOCUMENTS

N/A

6.0 PROCEDURE

1. The quote is receive by the Production Manager to determine for production.
2. The Production Manager forwards to the Tool Room Manager for review for feasibility. He decides whether to quote or no quote.
3. The Tool Room Manager decides to quote and reviews for critical dimensions.
4. Review any concerns with customer.
5. If the concern cannot be resolved, BMC will not quote.

6. If BMC and the customer agree, BMC will begin the quoting process.
7. The Tool Room Manager will develop a milestone chart.