

PUBLIC SUPPLIER RESOURCE

RFQ Cover Sheet

Printable intake guide for purchasing and supplier teams.

Contact

Name: _____ Company: _____ Email: _____ Phone: _____

Part

Part / project reference: _____ Drawing revision: _____ Material: _____

Quantity and timing

Quantity: _____ Required date: _____ Prototype / repeat / repair: _____

Quality requirements

Critical characteristics: _____

Inspection records required: _____

Package contents

Files included: _____

Notes: _____

Submission

Use pellmachine.ca/request-a-quote for initial review. Existing customers and suppliers should use their assigned portal or managed-transfer account.

Submit only information needed for quoting. Do not send personal, export-controlled, classified, or regulated information through the public website.