



File Submission Checklist

Which file to send for which job, and what to check before you send it. Most wrong parts start as a right file with the wrong name, the wrong units, or a missing drawing.

WE ACCEPT

**STEP · STP · STL · DXF · DWG ·
PDF · JPG · JPEG · PNG · HEIC**

PREFERRED FOR 3D

**STEP — it keeps the exact
geometry and the units**

ALWAYS SEND

**The drawing alongside the model,
never instead of it**

1 The right format for the job

- ☐ **Machined, formed or re-dimensioned — send STEP**
STEP stores the real curves, the units and the assembly structure, so a cutter can follow the surface you designed instead of an approximation of it.
- ☐ **3D printed — STL is fine**
Printing ends in a mesh anyway, so nothing is lost that the process was going to use. Send the STEP too if the part might later be machined or modified.
- ☐ **Flat and cut — send DXF**
Laser and sheet metal nesting both work from 2D profiles, and DXF is the plainest way to hand those over. Bends still need a drawing or a model alongside.
- ☐ **A PDF drawing alongside the model — never instead of it**
The model says what shape the part is. The drawing says what matters about it: material, finish, threads, and which dimensions control fit.
- ☐ **No CAD? Send photos or a sketch**
A dimensioned sketch or a photo with a ruler in the frame is a real starting point. It begins a conversation about design rather than a build.

2 Check the file, not the screen

- ☐ **Units and scale are right — and stated in your message**
STL carries no units at all, so a part can arrive 25.4 times too big and look perfectly normal. One overall dimension in your message catches it in seconds.
- ☐ **Closed solid geometry**
No gaps, no holes in the surface, no self-intersections, no zero-thickness faces. If software can't tell inside from outside, nothing downstream can either.
- ☐ **One part per file**
Assemblies get handled separately, not merged into one body. Merged parts have to be pulled apart again before anything can be quoted.

☐ **Sensible origin, sensible orientation, nothing left over**

Put the origin on a face, a center or a corner, and delete hidden duplicates and construction geometry — they all read as real to whoever opens the file.

☐ **For DXF: true cut geometry only**

Closed profiles, no duplicate lines stacked on each other, no title block mixed in with the part outline. A doubled line gets cut twice.

3 **Name it so the right version gets made**

☐ **Put the revision in the filename**

lower-bracket_revB.step is good. bracket_final_v2_NEW.step is a problem waiting to happen. The single most common cause of a wrong part is building the wrong version.

☐ **Never overwrite a file you've already sent**

Two files with the same name and different contents are indistinguishable in an inbox, and a superseded revision is evidence when a part comes back wrong.

☐ **Send the revised model and the revised drawing together, with matching revisions**

A new model with an old drawing quietly reintroduces the thing you just changed, and a mismatch makes someone stop and ask which one wins.

If your format isn't on the list, ask before you touch it

Don't convert the file yourself and don't delete the original. A conversion can silently drop the exact geometry, the units or the tolerance data — the parts we most needed. Call or email and we'll tell you which export option to use.

4 **Say these in your message**

☐ **Units — millimeters or inches**

This is the highest-value sentence in your whole message. STL carries no units at all, so a part can arrive 25.4 times too big or too small and look completely normal on screen.

☐ **One overall dimension, as a cross-check**

"The flange is 120 mm across." We can pull every dimension out of the file — what we can't tell is whether a model built in millimeters got exported as inches, or the other way round. One known number settles it in seconds.

☐ **Which revision this is**

As it appears in the filename. The single most common cause of a wrong part is building the right file at the wrong version.

☐ **Material and finish, if they aren't on a drawing**

If there's no drawing, the message is the only place this can live.

☐ **What changed since last time, if anything**

One or two lines. A revised model with no note quietly reintroduces the thing you just changed, and a mismatch makes everyone stop and ask.