



Reorder Checklist

A part you've had made before reorders simply. Here's what to have ready and what to confirm.

QUOTES ARE GOOD FOR
30 days from the date issued

MINIMUM ORDER
\$25 per order

THE ONE QUESTION
Same revision, or a new one?

1 What to send

- ☐ **The part name, or the previous order it came from**
An order number is the fastest route — it carries the material, finish and revision with it.
- ☐ **Which revision — or which order it was, if you don't know**
A quote is only meaningful against a specific revision, and we can't guess between two versions.
- ☐ **How many**
Quantity drives the price more than anything else, and it's the line most often left out.
- ☐ **The file, only if something changed**
If nothing changed, don't resend it. If something did, it's a revision rather than a reorder.
- ☐ **Where the parts need to end up — contact, date needed, packaging**
Addresses change more often than parts do, and it's the detail nobody thinks to mention on a repeat order.

2 Confirm the revision

- ☐ **Same revision — confirm it and the quantity, and it's a repeat of a known job**
Your project folder carries the revision name and so does your final invoice.
- ☐ **New revision — treat it as a revision, not a reorder**
Send the new file with a new revision marker and one line on what changed.

3 Ask for a current quote when

- The last quote is over 30 days old — quotes are valid 30 days, then they've expired.
- The quantity changed. Cost per part isn't linear — ten is not ten times one.
- Material cost or the routing moved. Previous pricing doesn't carry itself forward.
- Anything about the part changed. A new revision needs its own number.