From Drawing to Finished Part

A clear drawing and complete finishing requirements make it easier to move from inquiry to an agreed order. Use this customer checklist to prepare each stage, and confirm the project-specific sequence with NIA.

1. Share the project

Send drawings, alloy and temper, quantities, overall dimensions and the requested delivery date. Describe the service environment and the appearance or functional requirement.

2. Resolve technical details

Review process, color, thickness, sealing and critical dimensions. Identify masking, visible surfaces and acceptable rack-contact locations. Provide the governing specification and required documentation.

3. Agree on quote scope

Check the quoted preparation, finish, quantity, packaging and transport arrangements. Resolve any exclusions and confirm timing for the order.

4. Approve appearance when required

Agree on whether samples or a first article are needed. Reference the approved material, sample IDs, finish revision and appearance limits in the order.

Before production release

Make sure the drawing, purchase order and approved finish reference agree. Resolve conflicting color descriptions, dimensions or specifications before shipping production material.

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Planning and next steps

5. Prepare and identify the parts

Confirm incoming material condition and packaging. Identify part numbers, quantities and any lots that must remain traceable. Tell NIA about inserts, assemblies or features needing special review.

6. Coordinate processing and verification

Use the agreed order requirements as the basis for finishing and acceptance. Identify any required inspection records, certificates or hold points before work begins.

7. Arrange delivery and receiving

Confirm packaging, shipping instructions and receiving contacts. At receipt, check part identification, quantities and the agreed finish requirements; report concerns with the order and part details.

Keep repeat orders consistent

Reference the previous order and current drawing revision. Call out changes to material, finish, appearance samples, quantity or delivery pattern. Repeating an order number does not communicate a changed requirement.

Your inquiry checklist

• Drawing revision, material, dimensions and weight.

• Quantity, repeat schedule and requested date.

• Finish process, color reference and functional requirements.

• Masking, contact marks, acceptance requirements and documentation.

• Sample needs, packaging, shipping and project contact.

If confidentiality arrangements are needed, raise them before sharing sensitive project details. NIA's capabilities document states that an NDA can be discussed.

Start a project review

Contact NIA with your drawing and project requirements to review the next step.

Sources: NIA Capabilities 2025, pages 7-8 and 10-11; large-line length corrected by NIA to 330 inches.