PCB Production Request Form

Fill out this form if you would like to have a printed circuit board (PCB) manufactured for an academic purpose (e.g. class project, Jr/Sr Design, research, etc.), NOT for individual or personal use.

Before filling out this request form, do the following:
- Read the PCB Production Guidelines and implement them in your PCB design
- Select a unique, descriptive name for your project. Use this name both for your files and in your communications regarding your PCB. (Examples: Space Dust Sensor - Spring 2014, JrDsn RoboDog (*team name*), Digital Pulse Train Generator)

To successfully submit a design for production board, do the following:
- Upload a folder containing your Altium project, PCB file, SCH file, and this form (completed) to the folder "PCB-Drop" located within \\ada\Group\Production .
- Email Ecs_Production@baylor.edu when your design files and request form have been dropped in the PCB-Drop folder.

Name: _____	ID#: _____
Date of Request: _____	Date Needed: _____ (See Guidelines. Subject to approval.)
Purpose: _____ (What course or project do you need this item for? e.g. EGR 3380 – Jr Design)	
Project name: _____ (Unique, descriptive name for your project.)	
Board Specification (FR4 substrate) Material: ☐ 28 mil – ½ Oz ☐ 59mil – ½ Oz ☐ 20mil – 1 Oz ☐ 59mil – 1 Oz Special Instructions:_____	

Have you read and followed the PCB Production Guidelines?   Yes
  o   Board size < 8 x 11 in?
  o   Trace widths and clearances > 6 mil
  o   Correct hole sizes (components and vias)?
  o   Correct pad (annular ring) sizes?
  o Avoided common mistakes	