These are the questions you should be thinking about in for technical information. If the RFQ doesn't have this info, you should tell the user and proceed with caution. Never assume this info. If there are any conflicts with the Koops Terms and Conditions (in KoopsT&C document) then flag those as well.

Any missing information flag with a " ⚠️ " emoji.

Customer names and contact information?

Plant / install location?

Timing?

po date?

kickoff date?

design approval?

Run-off, trial, FAT requirements?

Install, SAT requirements?

What is the customer part?

part variations?

part numbers?

cycle time

annual quantity or yearly demand?

description of requirements

operation steps (high level)

any red rabbit verifications?

any robots needed?

are there any inspections?

Are there any special requirements?

Any late-fees/ penalties?

What is the name of the spec?

Are we integrating into an existing system?

Any footprint constraints?

CMM certification required?

Is RCS coating needed?

Zinc fasteners vs. stocked fasteners vs stainless steel

Is there a cost breakdown requested? List the different items requested to be itemized

Any 3rd party inspections required? (OSHA?, UL?) important to flag this if no information

Any mention or warranty length expected?