Order instructions for SourceBots servo boards (July 2019)

Part I: details for servo board

1. Go to https://uk.beta-layout.com/pcb/configurator/
2. Click "choose a file" and select the attached file "servo-gerbers.zip".
3. Select "Rigid"
4. Select "4 layers"
5. Scroll down and click "Full Options"
6. Fill in the options as follows:

    Panel: "Single PCB"
    Dimensions: leave it as it is
    Quantity: 25
    Processing: leave "Internal routing" unchecked
    Base material: leave as "FR4, 35 um Cu, 1.6mm"
    Soldermask: yes
    Silkscreen: yes, both sides
    Surface: HAL
    Layout specifications: leave it as it is
    Edge plating: leave it as it is
    Overdelivery: no
    E-test: inclusive
    Lead time: the maximum (6 working days)
    File format: leave as "EXT. GERBER"
    Project name: "servo"
    Free stencil: leave it as it is
    Assembly: yes
    Qty PCBs to be assembled: 25
    SMT components per PCB: 139
    THT components per PCB: 7
    Component assembly: single sided
    Components: need to be ordered for me
    Delivery time in WD: the maximum (16)
    Series production: no

7. Click "add to shopping basket".

Part II: shipping/billing information

8. Ensure "destination of delivery" is set to "United Kingdom".
9. Select whichever of "Courier Express" and "Courier Economy" shipping is cheapest.
10. Click "proceed to checkout".
11. Customer account: create a customer account (or log in if you have one already). This account will be needed later in order to upload the rest of the production files and check the status of the order.

12. Billing address: enter as required for payment.
13. Delivery address: enter an address at which the manufactured goods can be received.
14. Technical contact person: click create and enter my details:

       Form of address: Miss

       First name: Kier

       Surname: Davis

       E-Mail: kdavis@sourcebots.co.uk

       Telephone: 07450093645

Then press "save".

15. E-Mail Production controlling for PCB:

       Tick "preview manufacturing data as PDF"

       Set "production stages" to "as text information"

Then press "save".

16. Familiarise yourself with the documents listed in the Download section, particularly the one titled Customer Information.
17. Scroll back up, select "Type of payment" and follow any instructions as required (e.g. entering card details).
18. Copy and paste the contents of the attached file "special-instructions-servo.txt" into the Special Instructions box.
19. Click "proceed with order".
20. Follow any further instructions if needed until the order is complete.