



## RFQ Guide

Use this guide to help gather information with your customer.

### ***The Basics***

- Belt Widths
- Conveyor Lengths
- Drive Position (side, bottom, top, center) (A, B, C, D)
- Cleat Height or Type & Spacing, if needed
- Profile / Guiding type
- Belt requirements (if unsure, describe application)
- Top of Belt Heights from Floor, if stands are required.
- Belt Speed (fixed/variable) or Parts per Minute
- For variable speed: DC or VFD ?
- Voltage / Phase / HZ
- Casters?
- Curves and LPZ models: provide a sketch with critical dimensions including degree of curve, degree of incline and section lengths.
- Maximum load on conveyors
- Will parts accumulate ?
- How are products presented to & discharged from conveyor ?

### ***The Customer's Product***

- Product description (shape, material, unique features, sharp edges, fragile, etc)
- Product dimensions & its orientation on the belt
- Part temperature
- Part Weight

### ***The Environment***

- Room Temperature or operating temperature near conveyor, if unusual
- Describe any chemicals, lubricants, etc. to contact conveyors?
- Wash down or Wipe down? High pressure?

## **Common modifications and what additional information to gather**

### ***Magnetic & Vacuum Conveyors***

- How are products presented to conveyor.
- How are products to be removed from conveyor.
- Angle of incline/decline, if any.
- How are conveyors to be used.
- Samples can be very helpful.
- Other unusual application details.
- Specific zone length requirements

### ***Common Drive Conveyors*** (multiple conveyors, one drive)

- Size of free & clear gaps required between conveyors
- Quantity of conveyors to be common driven

### ***Backlit Conveyors***

- Light source type (flourescent, LED, high frequency, etc)
- Zone length (12", 14", 18", 24")
- Zone location along conveyor length

### ***Additional Output Shaft***

- Position on conveyor (A, B, C, D)
- How is shaft to be used?
- Loading on shaft
- Required shaft dimensions

### ***Guiding***

- Height from top of belt & required width for product
- Lane spacing, if any
- Material requirements
- How is guiding to be used (create simple lanes, product positioning, etc) ?

### ***Metal Free Zone Conveyors***

- Length of Zone
- Why is zone needed (metal detection, X-Ray, etc)

### ***Complex Projects***

for multiple conveyor systems and sophisticated projects, please provide as much of the following information as possible.

- Layout drawings
- Process / sequence of operation descriptions
- Control Requirements
- Machine Interface needs
- Sample products
- Factory Acceptance Test requirements
- Installation requirements