



1140 NW 3rd Ave, Canby, OR 97013
 Toll-free (866)784-5887
 Local: (503)263-9101
 sales@screamingcircuits.com

Pre-Order checklist for Kitted Orders

This checklist will help ensure that we have everything we need to accurately build your boards.

Always include your order number (####-####) when emailing us or when shipping your parts to us.

| | |
|--------------------------|--|
| <input type="checkbox"/> | Complete and submit your order on www.screamingcircuits.com |
| <input type="checkbox"/> | If there are any part locations on the PC board that you don't want populated, mark the BOM line item as "DNS", and highlight the reference designators in the BOM in RED |
| <input type="checkbox"/> | If you have any special instructions, include the instructions (named "special instructions.pdf"), assembly drawings or photographs in your manufacturing files set |
| <input type="checkbox"/> | Upload your manufacturing files while ordering, or email to files@screamingcircuits.com |
| <input type="checkbox"/> | Label your component packages with the same part number used in your BOM |
| <input type="checkbox"/> | <p>Include the proper amount of extra parts for attrition</p> <ul style="list-style-type: none"> • For most SMT components priced under \$10 we need an extra 10% in your kit to pull for attrition, minimum 10 additional. (Remember '10/10/10') • For 0201 sized passives, include 50% extra due to the higher potential for attrition • For Thru-hole and mechanical components provide 2 extra parts each • For any parts more than \$10 each we'll need 1 extra. If a part is cost prohibitive please call us to discuss options • All unused parts will be returned with your finished boards |
| <input type="checkbox"/> | <p>Use the correct parts packaging for the service you ordered</p> <ul style="list-style-type: none"> • For Full-Proto orders <ul style="list-style-type: none"> ○ SMT parts on cut or continuous tape, full or partial reels, tubes, or trays ○ Thru-hole parts in bulk or on tape • For Short-Run orders <ul style="list-style-type: none"> ○ SMT parts in: continuous tape 12" or longer, full or partial reels, tubes, or trays ○ Thru-hole parts in bulk or on tape |
| <input type="checkbox"/> | For Short-Run orders – panelize your PC boards if they are smaller than 16 square inches, or if they are not rectangular in shape. Panelization is optional for Full-Proto |
| <input type="checkbox"/> | If you have changed anything since placing your order, contact your customer service rep right away and email updated manufacturing files to files@screamingcircuits.com |
| <input type="checkbox"/> | If you will have a supplier drop-ship your parts or PCBs, make sure they put your order number (####-####) on the outside of the box |
| <input type="checkbox"/> | If your parts and / or PC boards are coming from more than one location, let your customer service rep know where each shipment is coming from |

Once your order has been placed, you will be given a link to printable, pre-addressed address labels. Use those labels or address your package as follows:

Screaming Circuits
 Order: ####-####
 1140 NW 3rd Ave
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