Injection Molding RFQ Template

Use this template to request accurate tooling and part pricing. It helps procurement and engineering compare quotes fairly.

How to use: Fill in what you know, attach CAD/drawings, and send to suppliers. If any field is unknown, write "TBD".

Supplier quote requirement: Please quote in two lines: (A) Tooling (one-time) and (B) Part price (tiered volumes). Include cycle time, scrap assumption, and lead time.

1) Buyer and Project Info

Company name: _____
Website (optional): _____
Contact person / Title: _____
Email / Phone / WhatsApp: _____
Project name / Part name: _____
Industry / End use: _____
Confidentiality needed? (NDA required: Yes / No): _____

2) Quote Type Needed

- ☐ Part molding (unit price)
- ☐ Mold tooling only
- ☐ Production / long-term supply
- ☐ Mold tooling + molding
- ☐ Prototype / short run

3) Part Details

Part function (1-2 sentences): _____
Material (e.g., PP, ABS, PC, PA66+GF30, POM): _____
Material grade / spec (if known): _____
Color (Pantone / RAL / natural / black): _____
Additives required (UV / FR / glass fiber % / food contact / etc.): _____
Part weight (g) (if known): _____
Part dimensions (L x W x H): _____
Wall thickness range (min / typical / max): _____
Cosmetic requirement (A-surface? Allowed marks?): _____
Texture / gloss requirement (SPI / VDI / MT / custom): _____

4) Drawings, Tolerances and Critical Dimensions

2D drawing available (PDF preferred): Yes / No _____
3D CAD available (STEP preferred): Yes / No _____
Units: mm / inch _____
General tolerances: _____
GD&T requirements: Yes / No _____
Mating parts / assembly notes: _____

Critical dimensions list (add as many as needed):

1) Dimension _____ Tolerance _____ _____
2) Dimension _____ Tolerance _____ _____
3) Dimension _____ Tolerance _____ _____
4) Dimension _____ Tolerance _____ _____
5) Dimension _____ Tolerance _____ _____

5) Production Volume and Delivery

Expected annual volume: _____
Forecast by year (optional) - Y1 / Y2 / Y3: _____
Order quantity per shipment: _____
Target unit price (if any): _____
Required lead time (prototype / first articles / mass production): _____
Delivery location (city, country): _____
Incoterms preference (EXW / FOB / CIF / DDP / other): _____
Packaging requirement (bulk / trays / anti-scratch / individual bag / label): _____
Label / traceability needed (lot code, date code, cavity ID): Yes / No _____

Tooling / Mold RFQ (If You Need a Mold Quote)

6) Mold Requirements

Cavity count target (1 / 2 / 4 / 8 / 16 / TBD - need suggestion): _____
Runner system (cold / hot / valve gate) (if known): _____
Mold life expectation (shots): _____
Steel preference (P20 / 718 / H13 / S136 / etc.): _____
Surface treatment (nitriding / chrome / none / TBD): _____
Ejection preference (pins / sleeve / stripper / air assist / TBD): _____
Side actions needed (sliders / lifters / unscrewing / insert molding): _____
Machine constraints (if known) - tonnage / tie-bar / shot size: _____
Mold ownership (buyer-owned / supplier-owned): _____

7) Sampling and Validation Requirements

First article quantity: _____
Dimensional report required (FAI / full dimension): Yes / No _____
Material certs / COA required: Yes / No _____
Capability target (e.g., Cpk >= 1.33 on critical dims): _____
Approval standard (PPAP / ISIR / internal FAI / none): _____

8) Supplier Quote Format (Must Include)

A) Tooling (one-time)

Mold price (USD): _____
Lead time (calendar days): _____
What's included (DFM / mold flow / trials / samples / mold base / hot runner brand): _____
Warranty (shots/months) + what it covers: _____
Spare parts list + pricing provided: Yes / No _____

B) Part price (recurring) Provide unit pricing at volumes:

1k	10k	50k	100k	500k	1M

Estimated cycle time (s): _____
Runner system and regrind policy (allowed % / none): _____
Scrap assumption (%): _____
Packaging cost included: Yes / No _____
Payment terms (tooling / parts): _____
Quotation validity (days): _____
Production location: _____
Certifications (ISO9001 / IATF16949 / ISO13485 / other): _____

9) Files to Attach (Recommended)

- ☐ 3D CAD: STEP / STP
- ☐ 2D drawing: PDF (with tolerances + critical dimensions)
- ☐ Material spec or resin callout
- ☐ Cosmetic reference photos / samples
- ☐ Texture spec (SPI/VDI/MT) if needed
- ☐ Assembly drawing / mating part info
- ☐ Quality requirement document (if any)

Supplier Must Answer (Fast Screening)

1) What gate type/location do you propose and why?

_____

_____

_____

2) Estimated cycle time and key risks (warp, sink, weld lines)?

_____

_____

_____

3) What controls will you use to keep scrap and dimensions stable in mass production?

_____

_____

_____

Need help? Email your RFQ package (CAD + drawing + volume) and our engineers will reply with DFM feedback and a structured quotation.

Contact: sales@plasticmoulds.net (replace with your preferred email) | WhatsApp: (optional)