



INDUSTRIAL METAL FINISHING · INC
SHOT PEENING SOLUTIONS

REQUEST FOR QUOTE (RFQ) & PURCHASE ORDER (PO) REQUIREMENTS

To ensure accurate quotations and prevent delays in order processing, please provide the required information outlined below for both RFQs and Purchase Orders.

Request for Quote (RFQ) Requirements

- Part Number(s)
- Revision Level
- Material Type (if applicable)
- Process Requested (shot peening, liquid honing, abrasive blasting)
- Applicable Specifications
- Engineering Drawing(s)
- Peening and masking requirements

Purchase Order (PO) Requirements for Certified Work

All items must match the accepted quote and current drawing revision:

- Purchase Order Number
- Quote Number
- Part Number(s)
- Revision Level
- Quantity
- Pricing (must match quoted pricing)
- Drawing Number and Revision
- Process/Service Requested
- Applicable Specifications
- Certification Requirements
- Special Instructions / Notes
- Requested Due Date
- Shipping Instructions

Order Processing Requirements

- All Purchase Orders are subject to document review prior to processing
- Discrepancies between PO, quote, or drawing will require clarification
- Processing begins only after all required information is verified

IMF-F- 115 RFQ & PO Requirements

This form is the property of Industrial Metal Finishing Inc., Placentia, CA 92870



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Orders Will Not Be Processed If:

- Required information is missing from the Purchase Order
- Pricing does not match the quoted amount
- Drawing revision levels are missing or incorrect
- Specifications are not clearly defined
- Instructions are conflicting or unclear

Providing complete and accurate information helps ensure quality, compliance, and on-time delivery.

Please note that for first-time run jobs, allow 7 – 10 days for processing, and 3 – 5 days for recurring jobs. This does not include weekends.

There is a minimum lot charge of \$250, our current set up fee is \$135, and Non-Recurring Engineering starts at \$250.

Thank you for considering IMF for all your shot peening needs. We look forward to working with you.

Bob Hayden, President
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Revision Status History

Revision	Description and Reason for Change	Date	ARI
-	New Release	04/23/2026	-