



Master Spring Quote Preparation Checklist

Please review this checklist to answer any questions as you prepare your custom wire form or spring quote request.

1. **Please call if you do not receive a reply from us within 1 business day.** Phone: 800.836.2243. We want to make sure that we receive your request and you receive our response.
2. **Application and Industry:** Please include the spring's or wire form's application and the industry it will be working in.
3. **Which file formats for blueprints should you send?** The best way is to send us both a .PDF file and a CAD file. The .PDF file provides us with your desired nominal dimensions and tolerances. The CAD file allows us to rotate the part 3 dimensionally and to see how the part works with its mating parts. If you only have a CAD model and not a dimensioned drawing, we can still quote you. However, we require a dimensioned blueprint with your order. E-mail your CAD file to info@masterspring.com. We use SolidWorks. We can view any SolidWorks document. If your file is not in SolidWorks, then please send an .IGES or .STEP file.
4. **Do you need to approve samples** before we run the order? Can you give us approval the same day that you receive the samples, or do you need to try the samples for more than 1 day before you can give approval? See our [First Piece Sample Approval](#) guidance.
5. **Do you know the material type** you require? Carbon steel, preplated wire and stainless steel are the most common types.
6. **Additional requirements?** Please let us know at the time of your Request for Quote if you will be requiring any inspection reports, testing, certifications, or compliance with RoHS, NADCAP, or DFARS.
7. **Compression Springs** - important information to tell us:
 - a. Heights or Lengths in its free position, installed position and fully-loaded position. [See diagram that shows Free Length](#) (Lf).
 - b. What is the dimension of the cavity (hole) that the spring fits into?
 - c. What is the dimension of the rod or mandrel that the spring fits over?
 - d. Describe the mating part.
8. **Extension Springs** - important information to tell us:
 - a. Heights or Lengths (inside hook to inside hook) in its free position, installed position and fully-loaded position. [See diagram that shows "inside hook to inside hook" Free Length](#) (Lf).
 - b. We need at least one of the following force measurements:
 - i. Initial tension (see [Glossary of Spring Terminology](#))
 - ii. Load at a specific height or length (inside hook to inside hook).
 - c. Describe the mating part.
9. **Torsion Springs** - important information to tell us:
 - a. Angles of legs in its free position, installed position and fully-loaded position. [See diagram that shows the three angle positions.](#)
 - b. What size rod or mandrel does spring work over?
 - c. Describe the mating part.
10. **Wire Forms** - important info to tell us:
 - a. Describe the mating part. What is the function of the wire form? Do you have a mating part drawing, CAD model or actual mating part that you can send us?
 - b. Does the wire form function as a spring with memory, like a clip? If yes, then it requires spring tempered material. If not, can the wire form be made from low carbon steel?
11. If you have **ideas on how to improve our web site or our service**, let us know. Is there some function or information that you wish we had on our web site?

Thank you for your interest in Master Spring. We look forward to working with you!