



## 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](mailto: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!**