CSIV INC
IT'S ALL FOR YOU

PROCESS REQUEST FORM

Sample Processing / Trial Request

Help us get your finish right the first time.

We run sample trials to find the best machine, media, compound and cycle for your parts. Please fill out this form as completely as you can, then send it in with your sample parts, a print, and a finished-part example or surface specification if you have one.

Ship samples & form to:

C.S.I.V. Inc.
22 North Plains Industrial Rd., Unit 6C
Wallingford, CT 06492, USA
Phone: (860) 488-2376
E-mail: JVallee@CSI-V.com

Firearm components or ITAR-controlled parts?
Contact us before shipping so we can confirm FFL / ITAR handling and paperwork.

1. CUSTOMER INFORMATION

Company: | Contact name:
Address: | Title / Dept.:
City, State, ZIP: | Phone:
Country: | E-mail:
Customer PO / RFQ #: | Date submitted:

2. PART INFORMATION

Part name: | Part no. / Rev.:
Material / alloy: | Hardness / H.T.:
Size (L x W x H): ____ x ____ x ____ in | Weight: ____ lb
Qty. samples sent: | Coating / plating:

Enclosed with parts: ☐ Print / drawing ☐ Finished-part example ☐ Surface spec ☐ Material cert ☐ Other

Critical features / areas that must NOT be touched (threads, sealing faces, bores, tolerances, cosmetic faces):

3. INDUSTRY & QUALITY REQUIREMENTS

Industry: ☐ Firearms (FFL) ☐ Medical / dental ☐ Aerospace / defense ☐ Marine
☐ Consumer goods ☐ Automotive ☐ General industrial ☐ Other: ____

☐ ITAR-controlled part ☐ ISO 13485 (customer QMS) ☐ AS9100 (customer QMS)
☐ Certificate of Conformance ☐ First Article Inspection ☐ Lot traceability required
☐ PPAP / process validation ☐ Special cleanliness / residue spec ☐ Cosmetic / appearance standard

Applicable specs / standards (e.g., ASTM, MIL, customer spec #):

4. SURFACE & EDGE TARGETS

Current Ra: ____ µin Target Ra: ____ µin
Edge radius: ____ to ____ in ☐ No spec
Max. burr allowed:
Dimensional limits:
Part-on-part contact OK? ☐ Yes ☐ No – keep separated

5. QUANTITIES & SCHEDULE

Annual volume (pcs):
Typical lot / batch size:
Release: ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Blanket PO
Required turnaround:
Target price / pc (opt.):

6. REQUEST TYPE

☐ New application / first trial ☐ Repeat or additional trial Prev. trial / job #:
☐ Production pricing / quote ☐ Change to an existing process ☐ Rush – needed by:

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Company: Part no.:

7. HOW THE PART IS MADE

- ☐ Turning / Swiss
- ☐ Milling
- ☐ Drilling
- ☐ Grinding
- ☐ Stamping / fineblank
- ☐ Laser / waterjet
- ☐ EDM
- ☐ Casting / investment
- ☐ Die casting
- ☐ Forging
- ☐ MIM / powder metal
- ☐ 3D print / additive
- ☐ Deep drawing / pressing
- ☐ Molded (plastic / rubber)
- ☐ Other:

8. WHAT DO YOU NEED? (check all)

- ☐ Deburring
- ☐ Edge break
- ☐ Radiusing
- ☐ Remove machine lines
- ☐ Descale / oxide removal
- ☐ Clean / degrease
- ☐ Burnish / bright finish
- ☐ Polish / mirror
- ☐ Satin / matte uniform
- ☐ Reduce surface roughness
- ☐ Prep for plating / anodize
- ☐ Prep for coating / paint
- ☐ Prep for passivation
- ☐ Surface compressive stress
- ☐ Other:

9. CURRENT FINISHING METHOD

- ☐ None / new part
- ☐ Manual / hand deburr
- ☐ Vibratory
- ☐ Barrel / tumble
- ☐ Shot / bead blast
- ☐ Polish / buff
- ☐ Belt grinding
- ☐ Centrifugal / high-energy

Machine: Media:

Compound: Cycle:

10. SERVICE OF INTEREST

- ☐ Finishing services at C.S.I.V. (job shop)
- ☐ Equipment for our own plant
- ☐ Media / compound supply
- ☐ Custom fixturing / tooling engineering
- ☐ Training / maintenance program

If in-house, process water:

☐ Recycled ☐ To drain ☐ Treated / hauled ☐ Not sure

11. PACKAGING & RETURN SHIPPING

Pack finished parts: ☐ Bulk ☐ Layered / separated ☐ Individually bagged ☐ Rust inhibitor / VCI ☐ In customer packaging

Return via: ☐ Customer pickup ☐ C.S.I.V. arranges ☐ Customer account:

Return-to address (if different from above):

12. REMARKS / SPECIAL INSTRUCTIONS

Submitted by (print): Signature: Date:

Done? Click Send Now to e-mail this form to C.S.I.V. (works in Adobe Acrobat / Reader).
Using another viewer? Save the PDF and e-mail it to JVallee@CSI-V.com.

SEND NOW

FOR C.S.I.V. USE ONLY

Trial / Job #: Received by: Date rec'd: Qty rec'd: