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1 Mills Court, Swinborne Road, Burnt Mills Industrial Estate, Basildon, Essex. SS13 1EH

## Stencil Ordering Checklist

### Frame / Foil Type:

Please specify the machine type and frame/foil size, or use our frame and foil codes (see frame code.doc on our website or CD).

If you wish to return frames to be re-used, please ensure they are clearly marked with your company name. Frames should be returned at least one week prior to ordering stencils. If we do not receive your frames in time for them to be refurbished we will supply your order with new frames and hold your returned frames in sock for future orders.

### Squeegee Side:

It is very important that the correct view side of your data is clearly marked. If your data contains tracking and silkscreen layers we can normally determine the correct view, however if this data is unavailable please ensure you supply a plot of the image marked to indicate the squeegee side.

### Fiducial Marks:

If you require fiducial marks please ensure these are present on your data, and indicate on the order form which side of the stencil they should be ½ etched onto. If the fiducials contained in the data are not of the correct size and shape please specify the required changes.

### Aperture Modifications:

Please supply full details of any aperture modifications required. If you would prefer us to recommend modifications please indicate this on your order, and we will contact you to confirm suitable modifications. Please also highlight any items on the paste data that are not required as apertures on the stencil. If no modifications are specified we will manufacture the stencil at data size.

### Image Position:

Please indicate if you require the image to be placed centrally within the stencil, or if an offset position is required.

For offset images please supply a drawing showing the required offsets and the front edge of the image (note that it is essential that your data contains the full PCB / panel outline).

### Data:

The paste data should ideally be supplied in extended gerber format (RS 274X), if possible please include layers for the copper tracking, silkscreen and PCB outline.

If your PCB is panellised or should be step and repeated please ensure that the data contains this information. All files should be zipped together and attached to an e-mail giving full contact details (If your data is to be supplied by a third party please ensure they indicate that the data is being sent on your behalf).

To ensure rapid processing of your order please send both the order form and data together attached to one e-mail.

Once we have received your data, we will normally return a check plot by fax (please let us know if you would prefer e-mail) with 30 minutes. If we have any concerns regarding the data we will highlight these on the plot.