

## **Customer Instructions for Submission of CAD Files to MFD**

1. Complete MFD job input form.
  - a. In the spaces provided, write the sketch or document number and title. On the next row, write in the name of the electronic file. Provide copies of engineering drawings if available.
  - b. If no printed documentation is available, use the electronic file name for the sketch or document number.
  - c. Check the box CAD/CAM.
  - d. Under Special Instructions, specify if you are requesting the parts be fabricated to the electronic CAD file and not the printed documentation.
  - e. Specify if inspection is required. Inspection to electronic CAM model is not available. Inspection will be done to submitted engineering drawing or sketch.
  
2. Submit electronic CAD file and MFD job input form. Files may be submitted by any one of the following methods:
  - a. Email to MFD Production Planning at [visual@SLAC.Stanford.EDU](mailto:visual@SLAC.Stanford.EDU)
  - b. Floppy disk to Production Planning personnel, upstairs B025 (or mail stop 40).
  - c. Copy the files electronically onto V:\MFD\Customer\_Submissions **and** notify MFD Production Planning at [visual@SLAC.Stanford.EDU](mailto:visual@SLAC.Stanford.EDU) which specific electronic files have been submitted.
  
3. If at any time during the job process it becomes necessary to submit revised CAD files, the instructions in note 2 above should also be followed.

**Note: Customer is responsible for assuring the electronic CAD files are accurate, current, and match supplied printed documentation.**

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