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# Pre-Order Checklist for Kitted Orders

This is a quick checklist to help you put together your kit. If you need more help or have questions, feel free to email or call us – remember to include your order number (XXXX-XXXX) when emailing!

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Have you completed your order and uploaded or emailed your files to Screaming Circuits?
<input type="checkbox"/>	<input type="checkbox"/>	Are the component packages labeled with the same part number that you use in the BOM?
<input type="checkbox"/>	<input type="checkbox"/>	Have you included the proper number of extra parts? + <b>For Full &amp; Simple Proto orders:</b> <ul style="list-style-type: none"> <li>▪ 5% extra discrete parts (50% for 0201 size parts)</li> <li>▪ One or two spares for larger parts</li> </ul> + <b>For Short-Run Production orders:</b> <ul style="list-style-type: none"> <li>▪ 10% extra discrete parts (50% for 0201 size parts)</li> <li>▪ One or two spares for larger parts</li> </ul> <i>If you can't send extras, please let us know you are sending exact quantities!</i>
<input type="checkbox"/>	<input type="checkbox"/>	Are your parts in the correct packages? + <b>For Full &amp; Simple Proto orders:</b> <ul style="list-style-type: none"> <li>▪ SMT parts on cut tape strips, reels (full or partial), or tubes</li> <li>▪ Thru-hole parts in bulk or on tape</li> <li>▪ Larger parts in trays</li> </ul> + <b>For Short-Run Production orders:</b> <ul style="list-style-type: none"> <li>▪ SMT parts on continuous tape 12in or longer, reels (full or partial), or tubes</li> <li>▪ Thru-hole parts in bulk or on tape</li> <li>▪ Larger parts in trays</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Are your PC boards smaller than 16sq inches or not square / rectangle in shape? + If so, please make sure you follow our panelization guidelines available here: <a href="http://www.screamingcircuits.com/Portals/0/documents/ShortRunProduction-PanelizationGuide.pdf">http://www.screamingcircuits.com/Portals/0/documents/ShortRunProduction-PanelizationGuide.pdf</a> <i>NOTE: Required for Short-Run Production orders only!</i>
<input type="checkbox"/>	<input type="checkbox"/>	Are there any locations on the PCB that you do not want populated? (DNS)
<input type="checkbox"/>	<input type="checkbox"/>	Have you highlighted all Do Not Stuff (DNS) parts in <b>RED</b> on the BOM?
<input type="checkbox"/>	<input type="checkbox"/>	Have you changed anything since you submitted your files? + If so, please send a new BOM to <a href="mailto:files@screamingcircuits.com">files@screamingcircuits.com</a>
<input type="checkbox"/>	<input type="checkbox"/>	Are there any special instructions for this build? + If so, can you include an assembly drawing or photograph?
<input type="checkbox"/>	<input type="checkbox"/>	Are parts or PCBs coming from more than one location? + If so, please let us know where each shipment is coming from

Once your order has been placed, you will be given a link to printable, pre-addressed address labels. Please print and use those labels or address your package to:

Screaming Circuits  
 Order #XXX-XXXX  
 1140 NW 3rd Ave.  
 Canby, OR 97013