**General**
- **Primary Products** (Include Facilities Listing)
- **Capacities & Constraints** (Capacity Planner/Charts)
- **Current Lead Times**
- **Number of Shifts**
- **Subcontracting**
  - Significant Suppliers?
  - Supplied Product or Capability?
- **Labor**
  - Number of Total Employees?
  - No. of Production Employees?
  - No. of Quality Employees?
  - No. of Programmers?
  - No. of Engineering?
  - Describe Current Labor Market?
  - Union?
  - Contract Date?
- **Significant Changes Since Last Review**
  - Capabilities?
  - Capacity?
  - Facility?
  - Other?
- **Future**
  - Projected Capacity & Constraint?
  - Expansion/Ramp Up Plans?

**Quality**
- **Quality Control System** (ISO 9003, Etc.)
  - Special Customer Approvals?
  - Special Process Approvals?
  - Changes in Quality Management?
  - Changes in Quality Program?

**Financial**
- **Ownership** (Public Corp., Sole Proprietorship, Etc.)
- **Yearly Sales**
- **Shop Rate**
- **Financial Strength** (Financial Statements, D&B)

(May be forwarded, separately, to purchasing manager, to maintain confidentiality.)

**Sales & Marketing**
- **Primary Markets/Products**
- **Significant Customers**

**Miscellaneous**

(PF002 2/17/99)