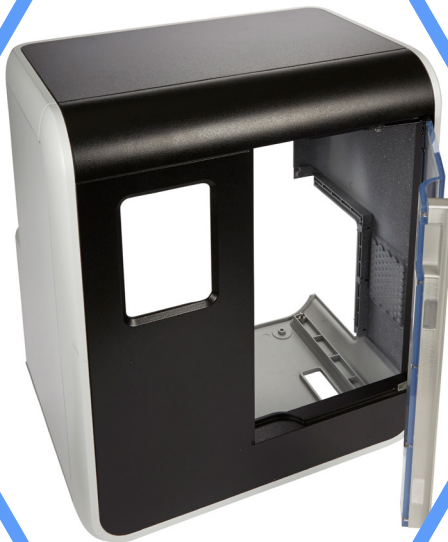
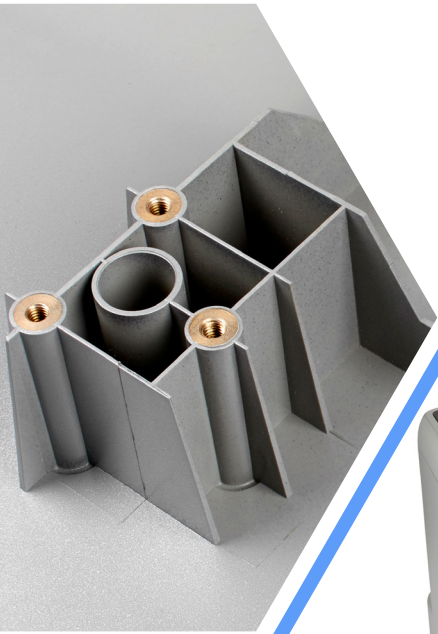




**INNOVA**  
ENGINEERED PLASTICS

■ ADVANCING ENCLOSURES FROM DESIGN TO MARKET ■

# FILE INSTRUCTIONS



## GUIDELINES

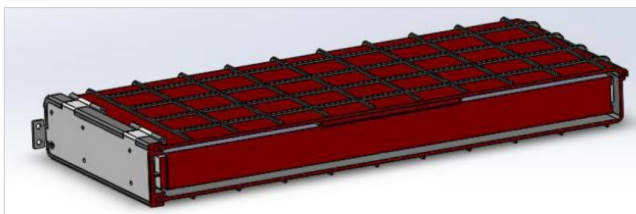
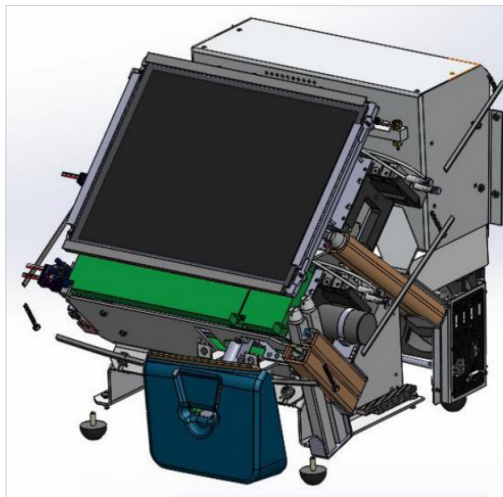
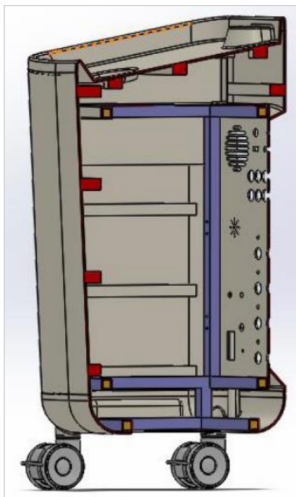
Follow the below guidelines when sending files or updates so that we can complete your project accurately and in a timely manner.

### FILE TYPES & FORWARDING METHODS

- Please forward your files as native SolidWorks with history if possible.
- We can use step or iges as well.
- If files are over 10 MB, please send them Zipped and/or use DropBox. Please give us the upper level assembly number when your files include dozens so that we can be sure to use the correct files.
- We will add draft and features if needed and return the native files to you for approval.
- Please edit our files if needed, if not we will use them to tool or CNC prototype parts if needed.
- The electronic files in our vault will be the last revision that you approve.

### TYPICAL ASSEMBLY VIEWS

- These views are used to confirm space for draft and wall thickness.



## SOLIDWORKS VERSION

We need to be sure that our team is working in the same version of SolidWorks that you are. If we modify your files in a higher version of SolidWorks, you will not be able to view the files.

## TOOLING PROCESS

Controlling the tooling file allows us to perform tool modifications years later without concern that the files have been changed. We want to be sure our file matches the tool. In order to keep tight control on tooling files for the life of the program, the following is the most efficient process:

1. Once you send us the file for quote we will assign the file a Rev Q1.
2. Every file revision we receive from our customers will be up rev'd to the next Q revision.
3. After we receive a tooling order we will start the tooling design process.
4. Any files we receive after this point we will add the changes to our tooling file.
5. If our customer highlights the changes in red this speeds the process along. It makes it easy to see the changes without comparing the files.
6. Any changes we request that are needed to build the tool will be highlighted in red and sent to the customer for approval.
7. Your quick response will keep the tooling schedule on time.