

# Order Submission Instructions and Procedures

## Design and Labeling

- Please use order forms with **each and every submission** of a new fabrication request, *even* if it is a minor variation of a previous order. This reduces the possibility of the wrong design being fabricated.
- Order forms must be submitted in digital format only. Please provide pictures to show how the alignment of layers should be done. Any other files relevant to the fabrication must also be in digital format (for example the fabrication procedure and any special instructions)
- Designs must contain a numeric or alphabetic tag, which is unique to the design. For instance, the date of the design construction is a unique identifier. You could use large letters (300x700 um) on the Autocad file layers to label the design, and this must be done on *every* Autocad design layer used to make a photo mask.

## Quote

- We will provide you a quote via email and ask for permission before we begin fabrication.

## Fabrication

- All fabrication is done on a first come first serve basis unless you specify it to be rush order. The time it takes for fabrication depends on its complexity and how occupied the foundry is. If there are any unexpected delays, we will try to inform you as soon as possible.

## Order Completion

- When an order is completed, the requester will notified through e-mail.