

# Membrane Switch RFQ Checklist

Information JASPER needs to review drawings, pricing, samples and production risk.

Use this worksheet before requesting a quote for a custom membrane switch, keypad, graphic overlay or HMI assembly.



Custom membrane switch product example for quotation review.

## Engineering source notes

- Public RFQ guidance from membrane switch manufacturers consistently asks for dimensions, material, colors, adhesive, key count, LEDs, connector and quantity.
- Environment, cleaning, glove use and expected actuation life materially change construction and material choices.
- A complete package reduces repeated drawing revisions before sampling and helps JASPER quote the right stack-up instead of the cheapest incomplete version.

## Project snapshot

Company / project name	Application or device type
Estimated annual quantity	Prototype quantity
Target sample date	Target production date
Main contact	Revision/date

## Mechanical and artwork inputs

- [ ] Overall outside size, active area and mounting interface are defined.
- [ ] Key/button quantity, shape, legends, spacing and orientation are marked.
- [ ] Transparent windows, LED windows, display openings, holes and cut-outs are dimensioned.
- [ ] Artwork file is supplied in vector format where possible, with color references and revision number.
- [ ] Overlay surface finish, embossing, dead-front icons and tactile/non-tactile zones are identified.
- [ ] Housing drawing or sample is available if fit, sealing or adhesive bonding is important.

### Electrical and connector inputs

- [ ] Circuit route is specified or open for JASPER recommendation: printed PET, FPC, PCB or hybrid.
- [ ] Tail exit position, tail length, bend direction, pitch and pinout are shown.
- [ ] Connector model, mating connector or preferred connector style is listed.
- [ ] Operating voltage/current and signal type are known.
- [ ] LEDs, shielding, ESD/RFI needs, backlighting or display integration are described.
- [ ] Gerber, schematic, sample circuit or current supplier sample is available when applicable.

### Use environment and quality inputs

- [ ] Application environment is stated: medical, industrial, outdoor, vehicle, appliance or instrumentation.
- [ ] Water, dust, oil, UV, alcohol, disinfectant, detergent or other chemical exposure is described.
- [ ] Target IP rating or sealing expectation is defined if required.
- [ ] Tactile force, click feel, expected actuation life and operator glove use are noted.
- [ ] Regulatory or material restrictions are listed: RoHS, REACH, UL-rated material, flame rating or customer standard.
- [ ] Inspection report, sample approval, traceability, packaging or PPAP-style documentation needs are stated.

### Send these files with the RFQ

- 2D drawing: PDF, DXF or DWG.
- Artwork: AI, PDF, EPS or editable vector file with color references.
- Circuit files: Gerber, schematic, pinout or approved sample if available.
- BOM, material list or preferred adhesive / film requirement if fixed by the customer.
- Photos or samples when replacing an existing part or supplier.
- Annual forecast, target sample schedule and target production schedule.

### Open engineering questions

Unconfirmed material

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Unconfirmed adhesive / housing surface

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Unconfirmed artwork/color

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Unconfirmed connector

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Unconfirmed environment test

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Other questions

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### Technical references reviewed

- 3M 467MP / 468MP adhesive technical data sheets:  
<https://multimedia.3m.com/mws/media/2366204O/3m-adhesive-transfer-tape-467mp.pdf>
- MacDermid Alpha Autotex hardcoated polyester films: <https://www.macdermidalpha.com/products/film-smart-surface-solutions/>
- JASPER factory engineering review practice and public product/resource pages: <https://www.jasperle.com/>

Send drawings and requirements to JASPER

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