

# PROJECT INITIATION CHECKLIST



## Project Detail

1. Customer / Material Information:

a. Customer Name:

b. Material Type:

c. Part weight / physical dimensions:

d. Additive requirements (if any):

2. Verify Functional / Aesthetic CQA requirements (or specific parameters) **(attach as provided)**

3. Identify THPC material:

4. Verify pounds required for trial run:

## Project Initiation / Sampling

1. Provide technical data sheet for THPC material (custom formula approval req.)

2. Offer THPC representation at all trials if possible.

3. If on-site visit is not possible, See below:

a. Have customer provide run report on temps., cycle time, performance vs. control

b. Samples of the run should be pre-arranged for shipment to designated THPC location.

c. Follow up review with customer within 48 hours of trial run where possible

4. Clearly define trial cost (customer / THPC):

5. Commercial understanding of the opportunity:

a. Volume:

b. Potential start date of supply:

c. Material secondary packaging:

**Once Checklist is complete, sample material will be scheduled and /or sent to customer. Track via Project Tracking Sheet.**

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