Data Manifest

This is a made-up shop, to show you what a finished form looks like. Rough numbers are fine.

Who you are

Are you a company or a sole proprietor?

- [x] A company (LLC, corporation, partnership)
- [ ] A sole proprietor or independent

If a company, what kind? Check all that apply

- [x] CNC machine shop
- [ ] Sheet metal fabrication
- [ ] Machining and fab
- [ ] Contract manufacturer
- [ ] Tool and die
- [ ] Engineering or design firm
- [ ] Product company
- [ ] Mold maker
- [ ] Other

If a sole proprietor, what do you do? Check all that apply

- [ ] Mechanical engineer
- [ ] CAD designer or drafter
- [ ] CNC programmer
- [ ] Machinist
- [ ] Manufacturing engineer
- [ ] Product designer
- [ ] Tool and die maker
- [ ] Fabricator or welder
- [ ] Other

Profile

Company or your name

Northfield Precision LLC (example)

Website

northfieldprecision.example

Contact name

Dana Reyes

Email

dana@northfieldprecision.example

Phone

(555) 014-2290

Operating since month and year

March 2001

Your title

- [x] Owner
- [ ] President or CEO
- [ ] General manager
- [ ] Operations manager
- [ ] Engineering manager
- [ ] Office manager
- [ ] Sole proprietor
- [ ] Other

Are you still in business and active?

- [x] Yes, still operating
- [ ] No, closed or winding down

If closed, when did operations end?

Business entities included subsidiaries or acquired shops

1, just this company

What you do in a sentence or two

Precision CNC machining for medical device and industrial customers. Mostly aluminum, stainless and PEEK parts, prototypes to runs of 5,000.

Data sources

Every place your files live. Size in GB or TB if you can (right-click the folder, then Properties).
Years = how far back the files go, e.g. 2008 to now.

If your IT team can put together a storage report, summary or folder listing, you can send that instead of filling in every row. Just attach it and write "see attached" in the table.

Source or software	Type of data	Size (GB/TB)	Years	Notes
SolidWorks	3D part models (CAD)	420 GB	2004 to now	About 38,000 part files
PDF and DWG	2D drawings and prints	60 GB	2001 to now	Customer prints and our own
Mastercam	CAM programs	85 GB	2006 to now	Mill and lathe
Shop server	G-code and machine programs	12 GB	2008 to now	Organized by job number
	Nest and bend programs			
Excel and PDF	Setup sheets and tool lists	8 GB	2010 to now	
PC-DMIS	Inspection and quality	30 GB	2012 to now	CMM reports, FAI
JobBOSS	Quotes, travelers and ERP	15 GB	2009 to now	Quotes and job history
Network drive	Shared drives and documents	1.2 TB	2001 to now	
Microsoft 365	Email	240 GB	2011 to now	
Phones, Google Drive	Setup and training videos	310 GB	2018 to now	

Source = SolidWorks, Mastercam, Fusion 360, your shop server, JobBOSS, Outlook and so on.

Other data that could be useful

Anything else you keep that shows how your work gets done

Haas and Okuma machine logs since 2016. Maintenance records in a spreadsheet. About 200 setup and training videos shot on phones. Paper travelers from 2001 to 2009, scanned.

For example: machine or sensor logs, maintenance records, SOPs and process sheets, training videos, shop floor photos, scrap and rework logs, time studies, old manuals, or engineering notebooks.

Rights and exclusions

Do you own these files and have the right to license them?

- [ ] Yes, fully
- [x] Partly
- [ ] No
- [ ] Not sure

Co-owners or restrictions customer NDAs, customer-supplied files

We own our designs. About 30% of part files came from customers, some under NDA. Happy to leave those out.

Any defense, ITAR or export-controlled work? These files are always left out

- [x] No
- [ ] Yes
- [ ] Not sure

Anything to leave out customers, jobs or file types

Jobs for our largest medical customer, or anything under an active NDA. No employee or payroll files.

What happens next

Send this back to us. We get your files priced and follow up with any questions. Nothing is copied until you agree.