Data Manifest

Fill in what you can. Rough numbers are fine. Save it and send it back to us.

Who you are

Are you a company or a sole proprietor?

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

If a company, what kind? Check all that apply

- [ ] 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

Website

Contact name

Email

Phone

Operating since month and year

Your title

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

Are you still in business and active?

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

If closed, when did operations end?

Business entities included subsidiaries or acquired shops

What you do in a sentence or two

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
	3D part models (CAD)			
	2D drawings and prints			
	CAM programs			
	G-code and machine programs			
	Nest and bend programs			
	Setup sheets and tool lists			
	Inspection and quality			
	Quotes, travelers and ERP			
	Shared drives and documents			
	Email			

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

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
- [ ] Partly
- [ ] No
- [ ] Not sure

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

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

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

Anything to leave out customers, jobs or file types

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.