



# Test Part Guidelines and Instructions

V.9 February 2023

**You have begun the first step in becoming a full Xometry manufacturing partner: the test part!** The test part is your opportunity to wow us and demonstrate your ability to deliver top-quality work. Just as you wouldn't feel comfortable seeing a doctor that didn't go to medical school, we want to make sure that our partners are qualified for the job. To do so, we require you to fabricate a **single test part** for us to inspect. The details of the test part process are outlined in this packet. If you have questions about the test part process, please visit the **Help** section in the Xometry Community at [community.xometry.com](https://community.xometry.com).

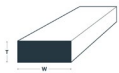
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# What's in the Box



## Your Material

The material required for your test part is provided by Xometry Supplies at no cost to you. Included are 2 pieces of material cut to the exact specifications for your test part. You may use the extra piece as a set-up piece and your second piece as your final submission to Xometry. Or you may keep your second piece for extra material in your facility.



## This Test Part Packet

This packet contains all of the guidelines needed to complete your test part, inspection report, packing and shipping instructions.



## Packing Slip and Shipping Label

Everything you need to properly ship your completed test part back to Xometry including, the Packing Slip and a Return Shipping Label.

## Test Part Details

**Test part details, drawings, and files are available in the Test Part Guide in the Xometry Community at**

<https://community.xometry.com/kb/articles/610>

## Test Part Guidelines

### Test Part Files

Visit the Partner Test Part Guide in the Xometry Community at <https://community.xometry.com/kb/articles/610> to download the required files for your test part. Each ZIP file has the necessary CAD models as either a . STEP or SLDPRT and the bubble drawing for the test part.

Packing and Shipping

### Packing and Shipping

Xometry has covered the shipping costs and provided a shipping label in the test part material box. We recommend recording your return FedEx Tracking Number if you'd like to monitor the status of your shipment. Parts should be packaged according to the Packing Instructions and Guidelines as outlined in the Partner Guide at <https://community.xometry.com/kb/articles/530-packing-instructions> with the provided packing list taped to the outside of the box and the Inspection Report included in the box. Inspection Report

### Inspection Report

An inspection report is required for every job. Inspection reports can be handwritten or typed on the Xometry Inspection Report attached to this document. The test part inspection report should cover 100% of the dimensions from the CAD file and bubble drawing.



## Inspection Report

Company Name:		Partner ID:		Date:	Sample Size:	
					Lot Size:	
Inspector:		Material:		Finish:		
No.	Dimension or Print Note	Upper Tolerance	Lower Tolerance	Minimum Results	Maximum Results	Notes
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