

Sample SOP (Example): 3D Print & Custom Orders

A clean intake → feasibility → print → finish → delivery workflow. (Public sample for demonstration.)

Purpose

This sample SOP outlines a clean customer-facing process for 3D printing and custom orders.

It demonstrates how intake, feasibility, quality checks, and delivery can be structured.

Order types

- Print-only: client supplies a print-ready STL/OBJ/3MF file.
- Design + print: we adjust or model parts before printing.
- Custom build: multiple parts with fit checks and finishing.

Quality notes

- Photograph final item in clean lighting for confirmation.
- Verify dimensions and fit if the part must mate with another object.
- Package to prevent transit damage, especially fragile details.

Workflow (sample)

Phase	What happens	Client touchpoints	Timing
Intake	Confirm size, use-case, material preferences, and finish level.	Client provides dimensions and reference notes.	Varies
Feasibility	Check printability (thin walls, overhangs, supports) and constraints.	Approve any necessary changes.	Varies
Quote & schedule	Confirm scope, finish level, packaging, and delivery method.	Approve quote and confirm expectations.	Varies
Print	Run print with documented settings and record issues.	Update only if issues affect outcome.	Varies

Phase	What happens	Client touchpoints	Timing
Finish	Support removal, sanding (if requested), fit check, and detail work.	Confirm finish level (wrap-up photos).	Varies
Delivery	Pack securely, include care notes, coordinate pickup or shipping.	Confirm delivery details.	Varies

Notes

This is a public sample provided for transparency. Final workflows are customized per project. Timing and scope vary based on complexity, access, and responsiveness.