**Standard Ordering Information for Printed Circuit Boards**

**LIGO-T1000306-v1**

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1. **Overview**

This document establishes the format for information used to order printed circuit boards. Blue text is to be inserted in the “Readme” file; dark red text is the check list for the zip file contents.

1. **Files to include in zip file**
   1. **Readme.txt (*Use this for two layer board*)**

Please order a quantity of (*insert quantity*) of these PCBs from (*insert desired vendor*)

Have them shipped (*insert the needed shipping speed*)

Use account number (*insert account number*)

The title of the board as silkscreened on PCB is (*insert title here*)

The DCC number and revision is (*insert number and rev. here*)

Number of layers - (*put layer count here*)

Number of holes - (*put hole count here*)

Overall dimensions - (*put actual size of board here*)

Two-sided stuffing ­- (*Yes or No*)

Thickness of board (*put board thickness here*)

Layer order for building board:

(*Board name\_Full DCC number*).GTO top overlay

(*Board name\_Full DCC number*).GBO bottom overlay *only if silkscreen on bottom of PCB*

(*Board name\_Full DCC number*).GTS top solder mask

(*Board name\_Full DCC number*).GTL top layer

(*Board name\_Full DCC number*).GBL bottom layer

(*Board name\_Full DCC number*).GBS bottom solder mask

(*Board name\_Full DCC number*).TXT NC drill file

(*Board name\_Full DCC number*).GTP Top Solder Paste

(*Board name\_Full DCC number*).GBP Bottom Solder Paste

(*Board name\_Full DCC number*).TXT Pick and Place in TXT format

(*Board name\_Full DCC number*).CSV Pick and Place in CSV format

README.TXT Text file with description of board

Board outline is on (*Board name\_Full DCC number*).GTO

* 1. **Zip File Check List**

(*Board name\_Full DCC number*).ZIP Naming Convention for Zip File

**Files to Include:**

(*Board name\_Full DCC number*).GTO top overlay

(*Board name\_Full DCC number*).GBO bottom overlay *only if silkscreen on bottom of PCB*

(*Board name\_Full DCC number*).GTS top solder mask

(*Board name\_Full DCC number*).GTL top layer

(*Board name\_Full DCC number*).GBL bottom layer

(*Board name\_Full DCC number*).GBS bottom solder mask

(*Board name\_Full DCC number*).TXT NC drill file

(*Board name\_Full DCC number*).GTP Top Solder Paste

(*Board name\_Full DCC number*).GBP Bottom Solder Paste

(*Board name\_Full DCC number*).TXT Pick and Place in TXT format

(*Board name\_Full DCC number*).CSV Pick and Place in CSV format

README.TXT Text file with description of board

Four Layer Board

* 1. **Readme.txt (*Use this for four layer board*)**

Please order a quantity of (*insert quantity*) of these PCBs from (*insert desired vendor*)

Have them shipped (*insert the needed shipping speed*)

Use account number (*insert account number*)

The title of the board as silkscreened on PCB is (*insert title here*)

The DCC number and revision is (*insert number and rev. here*)

Number of layers - (*put layer count here*)

Number of holes - (*put hole count here*)

Overall dimensions - (*put actual size of board here*)

Two-sided stuffing ­- (*Yes or No*)

Thickness of board (*put board thickness here*)

Layer order for building board:

(*Board name\_Full DCC number*).GTO top overlay

(*Board name\_Full DCC number*).GBO bottom overlay *only if silkscreen on bottom of PCB*

(*Board name\_Full DCC number*).GTS top solder mask

(*Board name\_Full DCC number*).GTL top layer

(*Board name\_Full DCC number*).GP1 (or G1) first internal plane (or layer)

(*Board name\_Full DCC number*).GP2 (or G2) second internal plane (or layer)

(*Board name\_Full DCC number*).GBL bottom layer

(*Board name\_Full DCC number*).GBS bottom solder mask

(*Board name\_Full DCC number*).TXT NC drill file

(*Board name\_Full DCC number*).GTP Top Solder Paste

(*Board name\_Full DCC number*).GBP Bottom Solder Paste

(*Board name\_Full DCC number*).TXT Pick and Place in TXT format

(*Board name\_Full DCC number*).CSV Pick and Place in CSV format

README.TXT Text file with description of board

Board outline is on (*Board name\_Full DCC number*).GTO

* 1. **Zip File Check List**

(*Board name\_Full DCC number*).ZIP Naming Convention for Zip File

**Files to Include:**

(*Board name\_Full DCC number*).GTO top overlay

(*Board name\_Full DCC number*).GBO bottom overlay *only if silkscreen on bottom of PCB*

(*Board name\_Full DCC number*).GTS top solder mask

(*Board name\_Full DCC number*).GTL top layer

(*Board name\_Full DCC number*).GP1 (or G1) first internal plane (or layer)

(*Board name\_Full DCC number*).GP2 (or G2) second internal plane (or layer)

(*Board name\_Full DCC number*).GBL bottom layer

(*Board name\_Full DCC number*).GBS bottom solder mask

(*Board name\_Full DCC number*).TXT NC drill file

(*Board name\_Full DCC number*).GTP Top Solder Paste

(*Board name\_Full DCC number*).GBP Bottom Solder Paste

(*Board name\_Full DCC number*).TXT Pick and Place in TXT format

(*Board name\_Full DCC number*).CSV Pick and Place in CSV format

README.TXT Text file with description of board

Six Layer Board

* 1. **Readme.txt (*Use this for six layer board*)**

Please order a quantity of (*insert quantity*) of these PCBs from (*insert desired vendor*)

Have them shipped (*insert the needed shipping speed*)

Use account number (*insert account number*)

The title of the board as silkscreened on PCB is (*insert title here*)

The DCC number and revision is (*insert number and rev. here*)

Number of layers - (*put layer count here*)

Number of holes - (*put hole count here*)

Overall dimensions - (*put actual size of board here*)

Two-sided stuffing ­- (*Yes or No*)

Thickness of board (*put board thickness here*)

Layer order for building board:

(*Board name\_Full DCC number*).GTO top overlay

(*Board name\_Full DCC number*).GBO bottom overlay *only if silkscreen on bottom of PCB*

(*Board name\_Full DCC number*).GTS top solder mask

(*Board name\_Full DCC number*).GTL top layer

(*Board name\_Full DCC number*).GP1 (or G1) first internal plane (or layer)

(*Board name\_Full DCC number*).GP2 (or G2) second internal plane (or layer)

(*Board name\_Full DCC number*).GP3 (or G3) third internal plane (or layer)

(*Board name\_Full DCC number*).GP4 (or G4) forth internal plane (or layer)

(*Board name\_Full DCC number*).GBL bottom layer

(*Board name\_Full DCC number*).GBS bottom solder mask

(*Board name\_Full DCC number*).TXT NC drill file

(*Board name\_Full DCC number*).GTP Top Solder Paste

(*Board name\_Full DCC number*).GBP Bottom Solder Paste

(*Board name\_Full DCC number*).TXT Pick and Place in TXT format

(*Board name\_Full DCC number*).CSV Pick and Place in CSV format

README.TXT Text file with description of board

Board outline is on (*Board name\_Full DCC number*).GTO

* 1. **Zip File Check List**

(*Board name\_Full DCC number*).ZIP Naming Convention for Zip File

**Files to Include:**

(*Board name\_Full DCC number*).GTO top overlay

(*Board name\_Full DCC number*).GBO bottom overlay *only if silkscreen on bottom of PCB*

(*Board name\_Full DCC number*).GTS top solder mask

(*Board name\_Full DCC number*).GTL top layer

(*Board name\_Full DCC number*).GP1 (or G1) first internal plane (or layer)

(*Board name\_Full DCC number*).GP2 (or G2) second internal plane (or layer)

(*Board name\_Full DCC number*).GP3 (or G3) third internal plane (or layer)

(*Board name\_Full DCC number*).GP4 (or G4) forth internal plane (or layer)

(*Board name\_Full DCC number*).GBL bottom layer

(*Board name\_Full DCC number*).GBS bottom solder mask

(*Board name\_Full DCC number*).TXT NC drill file

(*Board name\_Full DCC number*).GTP Top Solder Paste

(*Board name\_Full DCC number*).GBP Bottom Solder Paste

(*Board name\_Full DCC number*).TXT Pick and Place in TXT format

(*Board name\_Full DCC number*).CSV Pick and Place in CSV format

README.TXT Text file with description of board