

MEMO — CUSTOM ORDER LEAD TIME UPDATE

To: Sales, Estimating, Scheduling

From: Dwight Okereke, Operations Manager

Date: January 12, 2026

Re: Revised custom lead time tiers, effective immediately

The 2024 lead time sheet is out of date on custom work. We added the second press brake and a third welding cell in November, and the tiers no longer reflect what we can actually hold.

Revised custom tiers, effective January 12, 2026:

Order size	Lead time from approved drawing
Under 100 units	2 weeks
100 – 249 units	3 weeks
250 units and above	5 weeks
Over 2,000 units	Quoted individually

Note the threshold change. The old sheet breaks at 500 units. We break at 250 now, because anything over 250 goes to the night shift and picks up a queue.

Everything else on the 2024 sheet still applies: lead time starts at drawing approval, expedite is catalog-only, non-stock material adds 2 to 3 weeks.

I have asked Bernice to reprint the 2024 sheet with these numbers. Until that happens, this memo governs. If you are quoting custom work off the old sheet you are quoting it wrong.

— D. Okereke