

PTC METROLOGY® - A Laboratory of PTC® INSTRUMENTS

Serving the Industry for Over 59 Years

- ISO/IEC Guide 17025 and ANSI/NCSL Z540-1 Accredited
- Member of: A2LA, ASTM, NCSLI, and ASQ



CALIBRATION ORDER FORM

CUSTOMER INFORMATION

BILL TO: _____

DATE: _____

SHIP TO [Please note, this information will appear on Certificates (s)]:

**IN CASE OF TECHNICAL QUESTIONS,
WHOM SHALL WE CONTACT?**

CONTACT: _____

PHONE: _____

EMAIL: _____

INSTRUMENT CALIBRATION INFORMATION

RECALIBRATION INTERVAL: (If not specified, one year is the default calibration interval)

Please check either 'Default' or 'Specified by Client'. 'Default' test points are those specified by ASTM or by NIST/ASTM recommendation. If 'Specified by Client', please fill list test point (s). Make a copy of this form, if room for more instruments is needed.

Serial No. _____ Temperatures to be Checked: Default Specified by Client: _____

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SHIPPING ARRANGEMENTS

Customer will ship the instruments to PTC®

Please send me a shipping case! Use the shipping address I have indicated above.

Note: Please indicate the length (in inches) of each instrument above alongside the serial number.
This will ensure that we send you an appropriately sized case.

CUSTOMER AUTHORIZATION

Prices assume that the instrument(s) submitted to be calibrated as requested above are suitable for calibration. If defects are determined to exist and the instrument(s) cannot be calibrated, I authorize PTC to: (Check appropriate option):

Provide new, identical instrument(s), calibrate per original instructions, and bill accordingly. All unusable, out-of-tolerance instruments will be returned to you.

Interrupt the calibration, charge for time incurred, develop an estimate for cost of replacement of replacement instrument(s), and request authorization to proceed. (This may delay delivery beyond original promised date)

Stop the work order, return the instrument(s), and bill for actual time incurred.



Toll Free: 877-782-2329 • Outside U.S.: 310-478-1134
Web: <http://www.ptc1.com> • E-mail: sales@ptc1.com
2301 Federal Avenue, Los Angeles, CA 90064-1482



SAFETY INFORMATION

Have any of the instrument(s) being submitted for calibration been exposed to radiation, bio-hazardous material, or other hazardous contamination?

- No
- Yes *

* If yes, I hereby certify that these instrument(s) have been decontaminated by approved methods and are safe for handling.

Signature: _____ Title: _____ Date: _____

Print Name: _____ Company: _____

PAYMENT OPTIONS (Please select one)

- Corporate Purchase Order PO#:
Yes *

* If yes, I hereby certify that these instrument(s) have been decontaminated by approved methods and are safe for handling.

Signature: Title: Date:

Print Name: Company: