

# 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



## TEMPERATURE CALIBRATION ORDER FORM

### CUSTOMER INFORMATION

BILL TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CUSTOMER No.: \_\_\_\_\_

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:	<input type="checkbox"/> Default	<input type="checkbox"/> Specified by Client: _____
Serial No. _____	Temperatures to be Checked:	<input type="checkbox"/> Default	<input type="checkbox"/> Specified by Client: _____
Serial No. _____	Temperatures to be Checked:	<input type="checkbox"/> Default	<input type="checkbox"/> Specified by Client: _____
Serial No. _____	Temperatures to be Checked:	<input type="checkbox"/> Default	<input type="checkbox"/> Specified by Client: _____
Serial No. _____	Temperatures to be Checked:	<input type="checkbox"/> Default	<input type="checkbox"/> Specified by Client: _____
Serial No. _____	Temperatures to be Checked:	<input type="checkbox"/> Default	<input type="checkbox"/> Specified by Client: _____

### 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.



**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)**

Company Purchase Order      PO#: \_\_\_\_\_

VISA     MasterCard     American Express

Credit Card No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

C.O.D.

**ANY SPECIAL INSTRUCTIONS?**

Use the bottom portion of this page as a shipping label to send your instruments(s) to PTC® for calibration  
Mail, FAX, or E-Mail page 1 and the top portion of this page to PTC®

Ship To:

**PTC METROLOGY®  
2301 FEDERAL AVENUE  
LOS ANGELES, CA 90064-1482  
ATTENTION: METROLOGY LAB**